

REGIONAL DISTRICT OF NANAIMO
COMMITTEE OF THE WHOLE
TUESDAY, JANUARY 13, 2015
(Immediately Following the Special Board Meeting)
(RDN Board Chambers)

A G E N D A

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228-229 Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held Monday, October 20, 2014 (for information).

East Wellington and Pleasant Valley Parks and Open Space Advisory Committee

230-232 Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee Meeting held Monday, October 27, 2014 (for information).

Electoral Area 'B' Parks and Open Space Advisory Committee

233-236 Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held Tuesday, November 4, 2014 (for information).

Rollo McClay Playground Proposal

That the Rollo McClay playground project be endorsed as presented by the Softball Association contingent upon the approval of a detailed plan, staff time & monetary provisions.

Off Leash Dog Park

That the creation of a dog park on Gabriola Island be supported, pending the approval of a detailed plan and location.

Electoral Area 'F' Parks and Open Space Advisory Committee

237-239 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting held Monday, November 17, 2014 (for information).

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

240-243 Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission Meeting held Wednesday, November 19, 2014 (for information).

Grant Approvals

That the Electoral Area 'A' Grant-In-Aid application for Cedar Family of Community Schools be approved for a total of \$440.00 to purchase equipment for a community cooking bin.

Cedar Sport Court

That the Regional District of Nanaimo enter into a contribution agreement for up to \$120,000 of Electoral Area 'A' Community Works Funds with Snuneymuxw First Nation for the construction of a sport court, subject to the conclusion of an agreement between the two parties for long term community use.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That pursuant to Section 90(1)(e) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to land acquisitions.

ADJOURNMENT

Re: Request for Community Works funding for Gabriola Community Bus.

From: Howard Houle

Sent: Sunday, December 28, 2014 8:46 PM

Subject: add to agenda

would you add this to the Jan agenda and island futures would like to address the board as a delegation ,they are coming from gabriola and it would help them get back sooner if they could address the board first .

howard houle

A Community Bus for Gabriola Island

Request for Community Works Funding submitted to Howard Houle, Area B Director, Regional District of Nanaimo

Gabriola Community Bus Committee¹

Date: December 22, 2014

Introduction

The Gabriola Community Bus System (GERTIE) has received funding support from the RDN for capital costs for its three year pilot project. The project currently has two Dodge-Mercedes Sprinters plus an International Thomas School Bus in its fleet. The two Sprinters have been used on the main runs and the Thomas used for charters. The GERTIE bus system is filling the bus seats and our current buses are not able to meet the demand on the regular runs. Therefore, we are requesting funds to cover the difference between the purchase of a new vehicle and the selling price of the Thomas International School Bus.

The primary objectives of this initiative are to enhance transportation options for Gabriola Island residents and visitors, reduce greenhouse gas emissions, and collect data regarding the feasibility of public transit on the island. We believe that an efficient bus service is the single most effective way to reduce GHG emissions on Gabriola because it encourages car-owners to leave their cars at home, or to leave them uninsured for part of the year or to take them off the road altogether, and allows others to avoid calling for a ride home from the village or the ferry.

History

A great deal of work has been carried out regarding transit on Gabriola Island, including the 2008 transit survey and a number of well attended and supportive public forums before and after that time. Budgets have been created and routes have been planned. Detailed feasibility studies by BC Transit in 2000, 2009 and 2011 have all recommended a public transit system for

¹ The Gabriola Community Bus Committee is an official division of Island Futures, a registered non-profit society.

Gabriola Island. In June 2013 a pilot project, funded by Community Works Fund and money raised in the community fund raising was undertaken by a group of committed volunteers to serve Gabriolans and, at the same time, assess the feasibility of public transit on Gabriola Island.

Proposal

We are proposing selling the 24 passenger 1996 Thomas International School bus and purchasing a 17 passenger Ford Eldorado shuttle bus. The rationale for this request:

- We need a larger bus for our main run as we have had numerous runs where there are over 15 passengers, and over 10 passengers on one of our commuter runs a regular basis.
- We need that larger bus to be a bus that all of the drivers can drive. The Thomas International has air brakes and, as a result, only a third of the drivers can drive that bus.
- We have been using the Thomas International in the interim in order to ensure all passengers are able to ride the bus, however it has placed a strain on those drivers with their air brake tickets.

The amount of CWF funding requested is up to \$5,000, the difference between the price of the new vehicle and the expected selling price of the Thomas International School Bus.

On the following pages we outline:

- Status of service
- Ridership numbers

Status of Service

The service was launched in the second week of June, 2013 with four commuter runs in the morning and four in the late afternoon, together with midday service Tuesdays, Thursdays and Saturdays. While there have been some adjustments to the times and routes over the course of the year, the basic service remains the same.

Some specifics regarding the service:

GERTIE: The community voted for the name GERTIE after we received 150 name suggestions. The acronym stands for Gabriola Environmentally Responsible Trans Island Express

DRIVERS: We have 13 volunteer drivers, all with their Class 4 unrestricted and 4 with their Air Brakes certification. We have an on-going driver-training program.

ROUTES & SCHEDULES: We provide service to four areas: The North Road/South Road from the Village to Silva Bay return; Whalebone/Buttercup/Bertha neighbourhoods; Taylor Bay/Berry Point; and, Harrison/Pat Burns. The bus travels from the ferry/village into each of these neighbourhoods then back to the ferry/village.

TICKETS AND PASSES: Five businesses are selling the tickets and passes as a free service. During the summer months 1/3 of the fares were tickets/passes. During the fall approximately three-quarters of the passengers have been using tickets and passes.

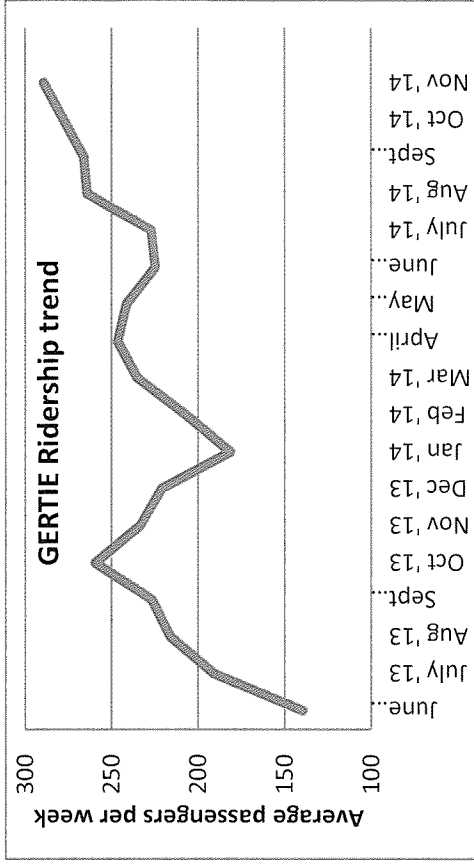
INFORMATION: To get information about the service out to the community and receive input from rider's we have a website (gertie.ca) and blog, Rider's Guides, a Facebook page, email and phone contacts, and community outreach. Over 2000 Rider's Guides have been handed out and our website receives approximately 25 hits a day.

STOPS: Our three main stops – the Village, Ferry and Silva Bay– have been approved by MOTI for official bus stop signs. We have built shelters at the Village and Silva Bay (the ferry stop doesn't require a shelter) and are in the planning process for two more.

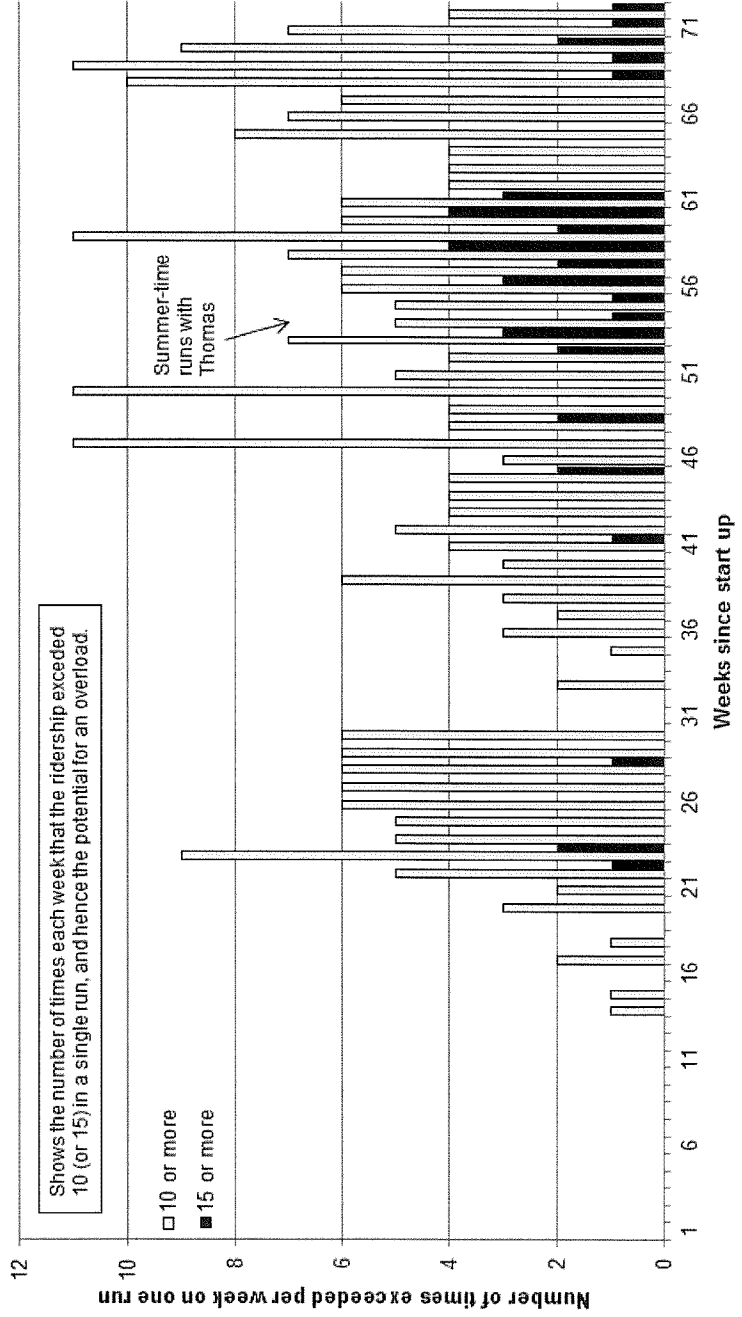
WASTE VEGETABLE OIL AS FUEL: We are using 50% WVO and 50% diesel to fuel the vehicles. The restaurants on the island have been providing us with their WVO and we have a team of volunteers who are filtering it, mixing it with the diesel and fueling the buses.

Ridership numbers

The GERTIE Bus System carried over 18,000 passengers from June 2013 to mid-December 2014. The GERTIE Ridership Trend graph indicates the upward trend of ridership numbers, together with seasonal variances.



The following chart provides the instances over the duration of the project that GERTIE has carried 10 or more passengers on one run and those instances when it has carried more than 15 passengers on one run:



Proposed Vehicle:

The vehicle we will be purchasing is a 2002 450 Eco-line 17 passenger Shuttle Bus with 162,000 kilometers on its odometer. We expect to pay \$7,500 for the vehicle. We are hoping to sell the 1996 Thomas International for \$2,500 - 4,000. The difference between the two is \$3,500 to \$5000.

Conclusions

We believe that GERTIE, the community-operated bus service on Gabriola Island, has demonstrated a successful year and a half of operation and that this additional request will ensure that we can continue to meet our public transportation and GHG reduction commitment to the Gabriola community and that ridership continues to increase.

Re: Grant-in-Aid Request

From: Neila Coe

Sent: Tuesday, January 06, 2015 2:03 PM

Subject: GIRO delegation at Jan. 13 RDN meeting

Please include a brief presentation by a 3 person delegation from GIRO (Gabriola Island Recycling Organization) to request a grant in aid to help us with the cost of the building permit for the new addition that we will be building.

Neila Coe GIRO Board Member, Building Committee

Re: 2014 Operations

From: Christopher, Robert [mailto:robert.christopher@cma.ca]
Sent: Thursday, December 18, 2014 1:15 PM
Subject: Nanaimo SAR presentation to the COW

I just realized that the COW meeting in February is the same date our AGM is happening. Can I book us in for the January 13th meeting?

Cheers,
Rob

Re: 2015 Funding Request

From: Gail Adrienne
Sent: Monday, December 08, 2014 12:54 PM
To: Osborne, Tom
Subject: Re: 2015 Funding

thanks, Tom.

I will be in touch with Fraser when he gets back in town on the 19th of December, and we will be sure to be at one of those meetings - with bells on!

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

From: Osborne, Tom
Sent: Monday, December 8, 2014 12:14 PM
To: 'Gail Adrienne'
Subject: 2015 Funding

Gail,

The 2015 Budget discussions are about to commence. If NALT is looking for funding in 2015, I would suggest the following dates to come forward as a delegation.

Suitable dates would be:

January 13 / 15 Committee of the Whole Meeting.
January 27 / 15 Board Meeting

Both meetings would be at 7 PM.

Regards,

Tom

Tom Osborne
Regional District of Nanaimo
General Manager, Recreation and Parks=

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY OCTOBER 14, 2014 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

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

Regrets:

Director G. Anderson	City of Nanaimo
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Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Brian Humber, Nanaimo Marine Rescue, re 2014 Activities.

Brian Humber provided an overview of Royal Canadian Marine Search and Rescue activities for 2014 and a review of boating safety activities for Nanaimo Marine Rescue Society and Royal Canadian Marine Search and Rescue Station 27.

LATE DELEGATIONS

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

CARRIED

Ken Collingwood, re Residents' Objection to Tie in Large Capacity Well on 2487 Parker Road, Nanoose Bay.

Ken Collingwood presented a petition to the Board and voiced his concerns regarding large extractions of water that could reduce water flow to neighbouring residents and requested the Board defer the agreement until the new Board is sworn in.

Melissa MacNeill, re Development of the Well on Parker Road in Nanoose Bay.

Melissa MacNeill advised the Board that her well was monitored during the well testing which showed a static level drop of 30 feet and shared her concerns regarding the productivity of her well and potential impacts to area residents.

Penny Spence, re Water for Development Scheme.

Penny Spence shared her concerns regarding the potential reduction of her well production and the well production in surrounding areas stating that lack of water will decrease property values and requested the Board to put the project on hold.

Kim Mauriks, re Nanoose Bay Water Issue.

Kim Mauriks voiced his concerns regarding the potential impacts to his water supply for his farm stating that farming potential and local food production depend on adequate water supply, and requested the project not move forward until the impacts to residents' water is fully understood.

Bryan Little, re Water Development Project on Parker Road, Nanoose Bay.

Bryan Little expressed his views regarding concerns of reduced water supply and the effect on his property value and investment if the well goes into production, stating that the well testing lacked quality and quantity benchmarks and requested the project to be deferred until the new Board is sworn in.

Gareth Slocombe, re Water Development on Parker Road, Nanoose Bay.

Gareth Slocombe expressed his disappointment with the lack of transparency regarding the written approvals and compromises with Mazcan Investments and asked for full consultation with the stakeholders, full notice of the decision making process, and for residents to be given full opportunity to exercise their rights to be heard and have real input into the process.

Sue Davies, re Water for Development Scheme.

Sue Davies shared her concerns of the potential impacts to her business due to potential water contamination, salt water intrusion, decreasing property value, and stated that without a guaranteed water source Fisheries and Oceans will not permit them to re-build their wash plant to process their clams.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, September 9, 2014.

MOVED Director Kipp, SECONDED Director Lefebvre, that the minutes of the regular Committee of the Whole meeting held Tuesday, September 9, 2014 be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Gary and Joan Lansdell, re Parker Road well and water to the RDN system.

MOVED Director Bestwick, SECONDED Director Johnstone, that the correspondence from Gary and Joan Lansdell regarding the Parker Road well and water to the Regional District of Nanaimo system be received.

CARRIED

Leonard Krog, MLA, re Morden Colliery Historic Provincial Park.

MOVED Director Bestwick, SECONDED Director Johnstone, that the correspondence from Leonard Krog, MLA, regarding Morden Colliery Historic Provincial Park be received.

CARRIED

Dawn Nedzelski and Elin Bjarnason, Island Health, re Meeting Request with Island Health Representatives and Nanaimo Regional Hospital Board.

MOVED Director Bestwick, SECONDED Director Johnstone, that the correspondence from Dawn Nedzelski and Elin Bjarnason, Island Health, regarding a meeting request with Island Health Representatives and Nanaimo Regional Hospital Board be received.

CARRIED

Vancouver Island Regional Library, re 2015-2019 Adopted Financial Plan.

MOVED Director Bestwick, SECONDED Director Johnstone, that the correspondence from Vancouver Island Regional Library regarding the 2015 – 2019 adopted Financial Plan be received.

CARRIED

CAO

2014 Service Area Work Plan Project Update.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board receive the progress report on the 2014 Service Area Work Plan Project Update for the reporting period of January to September, 2014, for information.

CARRIED

RECREATION AND PARKS

RECREATION SERVICES

Gabriola Recreation Society Agreement Renewal 2015 – 2018.

MOVED Director Houle, SECONDED Director Veenhof, that the Agreement attached as Appendix 'A' with the Gabriola Recreation Society be renewed for a three year term from January 1, 2015 through December 31, 2017.

CARRIED

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

District 69 Recreation Commission

Minutes of the District 69 Recreation Commission Meeting held Thursday, September 18, 2014.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the District 69 Recreation Commission meeting held Thursday, September 18, 2014 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Director Holme, SECONDED Director Ruttan, that the Regional District of Nanaimo Board direct staff to delay putting the well, located at 2729 Parker Road, Nanoose Bay, into regular service in the Nanoose Bay Peninsula Water Service Area, for a period of at least one year, pending further discussions with residents to address their concerns; and to develop and implement a local well water monitoring program, in consultation with local residents.

CARRIED

NEW BUSINESS

Ban on Large Scale Land Clearing.

MOVED Director Lefebvre, SECONDED Director Bestwick, that staff be directed to write to the appropriate provincial ministries to urge the consideration of a ban on large scale land clearing debris burning in electoral areas on municipal boundaries and that other more environmentally friendly methods be used to dispose of such debris.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90(1)(e) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisitions.

CARRIED

TIME: 8:11 PM

ADJOURNMENT

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

CARRIED

TIME: 8:20 PM

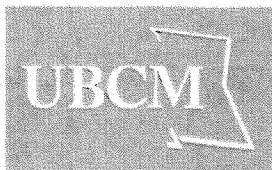
CHAIRPERSON

CORPORATE OFFICER

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

November 20, 2014



Administration provided
By UBCM

Funding provided by:
Government of Canada



In partnership with:
The Province of BC



Gas Tax Program
Services

Local Government House
525 Government St.
Victoria BC V8V 0A8

Phone: 250-356-5134
Fax: 250-387-5119

Website:

www.ubcm.ca
under Funding Programs,
Renewed Gas Tax
Agreement

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	<input checked="" type="checkbox"/>
NOV 26 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

Chair & Board
Regional District of Nanaimo
6300 Hammond Bay Rd
Nanaimo, BC V9T 6N2

Dear Chair & Board:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2014/15. An electronic transfer of \$810,972.69 is expected to occur on **Tuesday, November 25th 2014**. These payments are made in accordance with the contribution provisions set out in your CWF Agreement with UBCM (see Section 4 of your Agreement).

CWF are made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Gas Tax Fund in British Columbia (Gas Tax Agreement). Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

UBCM is also making an additional payment towards CWF funding from interest accumulated over the term of the first Gas Tax Agreement. This will be delivered twice annually for two years, and coincide with your CWF payment for 2014/15 and 2015/16.

2014/15 July CWF payment: \$798,364.36
2014/15 July interest payment: \$12,608.33
Total EFT transfer: \$810,972.69

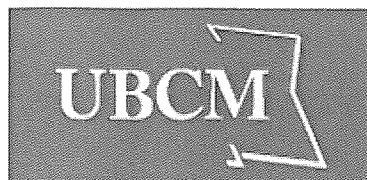
Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the renewed Gas Tax Agreement can be found on our web site at www.ubcm.ca.

For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely

Sav Dhaliwal
UBCM President

CC: Wendy Idema



Applications Invited to Federal Gas Tax Fund

Dec 10, 2014

An intake for the Federal Gas Tax Strategic Priorities Fund (SPF) is now open. The SPF is an application-based program that provides funding for strategic investments in capital infrastructure and capacity-building projects. All local governments outside of Greater Vancouver Regional District are eligible to apply. The deadline for applications is April 15, 2015.

The SPF directs funding to projects that are large in scale, regional in impact, or innovative, and align with the Federal Gas Tax Fund national objectives of productivity and economic growth, a clean environment and strong cities and communities.

Project categories for the SPF program have been expanded from prior Gas Tax program intakes, providing local governments with more flexibility to support their community's infrastructure priorities. Eligible categories include: public transit; local roads and bridges; community energy systems; drinking water; wastewater; solid waste; disaster mitigation; recreational infrastructure; cultural infrastructure; tourism infrastructure; sport infrastructure; local and regional airports; short-line rail; short-sea shipping; broadband connectivity; highways; brownfield redevelopment; and capacity building.

Over the first five years of the Gas Tax Fund, approximately \$145 million is available in the SPF pool. It is anticipated that there will be a minimum of two intakes over the first five years.

For more the SPF program guide and application link, please visit the UBCM website, or contact Rebecca, Williams, Program Assistant, Gas Tax Program Services by email or phone: (250) 356-5134.

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- Twitter: @ubcm

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RDN CAO'S OFFICE		
CAO	GM R&P	
GMS&CD	GM T&SW	
GM R&CU	DF	
DEC 17 2014		
DCS	BOARD	<input checked="" type="checkbox"/>
CHAIR		

December 8, 2014

President
Président
Brad Woodside
Mayor,
City of Fredericton, NB

First Vice-President
Premier vice-président
Raymond Louie
Councillor,
City of Vancouver, BC

Second Vice-President
Deuxième vice-président
Clark Somerville
Councillor,
Regional Municipality of
Halton, ON

Third Vice-President
Troisième vice-présidente
Jenny Gerbasi
Councillor,
City of Winnipeg, MB

Past President
Président sortant
Claude Dauphin
Maire,
Arrondissement de Lachine,
Ville de Montréal, QC

Chief Executive Officer
Chef de la direction
Brock Carlton
Ottawa, ON

Dear Members of Council:

Thank you for your ongoing support of, and involvement in, the Federation of Canadian Municipalities (FCM). I am writing to ask you to renew your membership for 2015-16.

As a member of FCM, your municipality has played a vital role in FCM's ability to achieve key successes in recent years. You know, as I do, that by working together we can make a real impact on the federal scene. Together, we have secured the indexed permanent Gas Tax Fund that municipalities use for local infrastructure. The Building Canada Fund was renewed for 10 years; new railway safety regulations were put in place and key housing programs extended. Without a strong FCM membership, these advances would not have been possible.

As the mayor of Fredericton, I know that the responsibilities of municipal leaders grow daily. Regardless of the size of our municipalities, we must continually improve our core infrastructure, protect our environment, build our economies and keep our communities safe. Yes, we have many achievements, but I know first-hand that there is much work left to do.

With a federal election around the corner, we have a unique opportunity in 2015 to bring your issues to the top of the federal agenda. We will use the election campaign to raise awareness among federal politicians about the importance of our cities and communities. Strong, healthy cities and communities are vital to the economic and social well-being of our residents.

On behalf of FCM, I ask that you renew your membership for the year 2015-16 so FCM can continue to represent you at the federal level. You will find enclosed your renewal form and other information about FCM.

Your support is appreciated. Thank you!

Brad Woodside
Mayor, City of Fredericton
FCM President

24, rue Clarence Street,
Ottawa, Ontario K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca

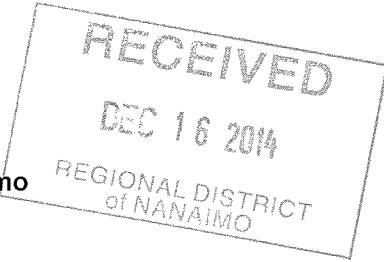




FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

**Membership Invoice
2015-2016
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440



Mr. Paul Thorkelsson
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Canada

INVOICE/FACTURE: 34715
DATE: 11/25/2014
ACCOUNT/COMPTE: 237
DUE DATE/DATE LIMITE: 03/31/2015

ITEM/DESCRIPTION	AMOUNT/MONTANT
Membership Fee for April 1/15 to March 31/16 / Frais de cotisation du 1 ^{er} avril 2015 au 31 mars 2016 Municipal Dues Calculated with a base fee of \$330.00 plus per capita fees of \$5,245.74(fee population of 37,550 x 13.97 cents).	\$5,575.74
Optional contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors (fee population of 37,550 x 1.75 cents).	\$657.13
TOTAL:	\$6,232.86
PAID AMOUNT/MONTANT PAYÉ:	\$0.00
BALANCE DU/MONTANT DÛ:	\$6,232.86



ACCOUNT/COMPTE: 237

Regional District of Nanaimo, BC

DATE: 11/27/2014

MEMBERSHIP FEES PAID BY / FRAIS D'ADHÉSION PAYÉS PAR :

Regional District of Nanaimo

Population*

Nanaimo A	6,908
Nanaimo B	4,045
Nanaimo C	2,834
Nanaimo E	5,674
Nanaimo F	7,422
Nanaimo G	7,158
Nanaimo H	3,509
	<hr/>
	37,550

MEMBERSHIP FEES PAID BY MUNICIPALITY / FRAIS D'ADHÉSION PAYÉS PAR LA MUNICIPALITÉ

Population*

City of Nanaimo	83,810
City of Parksville	11,977
District of Lantzville	3,601
Town of Qualicum Beach	8,687
	<hr/>
	108,075

*2011 Census / Recensement de 2011



RDN REPORT	
CAC APPROVAL ###	
EAP	
COW	✓
DEC 29 2014	
RHD	
BOARD	

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: December 12, 2014

FROM: Jacquie Hill
Manager of Administrative Services

SUBJECT: 2015 AVICC Resolutions Notice and Call for Nominations

PURPOSE

To advise the Board of the Association of Vancouver Island and Coastal Communities (AVICC) Resolutions Notice and Call for Nominations for the AVICC Executive.

BACKGROUND

The deadline to submit resolutions and nominations for consideration at the 2015 AVICC Annual General Meeting and Convention is Monday, February 23, 2015 (see Attachment 1).

Staff have not been advised of any topics that the Board would like to have considered at this years' AVICC Convention, and request that the Board identify and provide direction to staff to review topics and/or issues that the Board wishes staff to draft resolutions for their consideration. Upon direction from the Board, staff will research and compile information on the topics identified, and will submit a report to the Board to consider resolutions for adoption and submission to the AVICC in advance of the established deadline.

Staff have identified the matter of land title fees as one that may be appropriate to present for consideration. A separate report on this topic is included on this agenda.

ALTERNATIVES

1. That the Board receive the 2015 AVICC Resolutions Notice and Call for Nominations for information.
2. That the Board receive the 2015 AVICC Resolutions Notice and Call for Nominations and identify topics for which the Board wishes staff to draft resolutions, and further that the Board direct staff to present the resolutions to the Board for consideration of adoption and submission to the AVICC.

FINANCIAL IMPLICATIONS

There are no financial implications.

SUMMARY

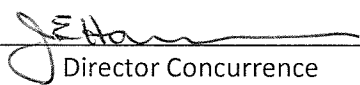
The deadline to submit resolutions and nominations for consideration at the 2015 AVICC Annual General Meeting and Convention is Monday, February 23, 2015. Staff request that the Board advise of topics and/or issues that the Board wishes staff to draft resolutions that will be presented to the Board for consideration of adoption and submission to the AVICC.

RECOMMENDATIONS

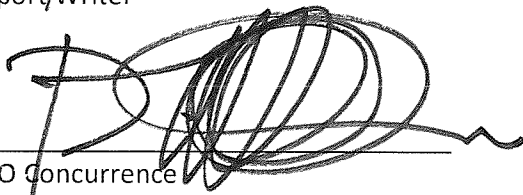
1. That the Board receive the 2015 AVICC Resolutions Notice and Call for Nominations and identify topics for which the Board wishes staff to draft resolutions.
2. That the Board direct staff to present the resolutions to the Board for consideration of adoption and submission to the AVICC.



Report Writer



Director Concurrence



CAO Concurrence



MEMORANDUM

TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Larry Cross

DATE: November 3, 2014

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 23, 2015**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement.

Review of the 2014 Resolutions Process

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded. 66% of 2014 of resolutions were considered by the Area Association prior to submission to UBCM (as compared to only 39% in 2012). Thank you for improving our record.

Number of Resolutions

In 2014, AVICC received 23 resolutions prior to the February 24 deadline and six late resolutions. The total number of resolutions submitted to UBCM in 2014 remained consistent with the prior year with 159 resolutions being received by the June 30 deadline. I am pleased to note that AVICC contributed just 23% of the total with only 9 resolutions supporting existing policy and 6 resolutions proposing new policy for issues not within the jurisdiction of local government. This is a significant improvement and AVICC members are to be recognized for this achievement.

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general, focus on topics that are not under local government purview, and that bringing forward too many resolutions detracted from debate on the most important issues and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure

that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline of February 24 with only three recommended that they be admitted for debate as a result of meeting the late resolutions criteria.

Continued Request of Our Members:

All three issues noted above will continue to be improved by adhering to the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 23, 2015**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been. Note that the UBCM Resolutions database will be brought up to date to include the 2014 resolutions by **December 1, 2014** though of course they will not yet include a response.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



2015 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 23, 2015**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online http://ubcm.formstack.com/forms/avicc_2015_resolutions_submission_form
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
 - Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 8, 2014**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. ***Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119
Email: avicc@ubcm.ca



2015 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca.

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at www.avicc.ca).

The Chair of the 2014 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 23, 2015**

AVICC AGM & Convention – April 10-12, 2015 – Courtenay, BC

4. **FINAL COMMENTS**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. **FURTHER INFORMATION**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at www.avicc.ca.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2015 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122
Fax: (250) 356-5119
Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2015-16 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 23, 2015**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca.
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to avicc@ubcm.ca.

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

AVICC AGM & Convention – April 10-12, 2015 – Courtenay, BC



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
JAN 05 2015		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: January 13, 2015

FROM: Joan Harrison
Director of Corporate Services

SUBJECT: AVICC resolution – Land Title Fees

PURPOSE

To recommend a resolution regarding Land Title Fees for consideration at the Association of Vancouver Island and Coastal Communities (AVICC) Annual General Meeting and Convention.

BACKGROUND

Prior to May 1, 2014, the Land Title and Survey Authority of BC (LTSA) provided and charged for land title documents to local governments through the BC OnLine Internet service. In May, 2014 the LTSA took back this role.

Under the *Land Title Act* “an officer or employee of a taxing authority who is authorized by the registrar is entitled, (a) without charge, and (b) for the purpose of assessment or taxation and incidental matters, to search the records of the land title office”. BC OnLine interpreted “incidental matters” to include many of the purposes for which local governments used the land title information. The LTSA, however, is disregarding the reference to “incidental matters” entirely and is charging for all records not specifically “for the purpose of assessment or taxation”.

Based on prior use by the RDN, the annual increase for this organization will be in excess of \$20,000. In some cases the fees have increased over 1000% from those charged through BC OnLine. In addition to changing what records are charged the higher fees, the LTSA has implemented a new fee for electronic file document submission, a process that the LTSA has implemented and deemed mandatory. The RDN is now also required to pay a notary or lawyer to witness signatures of all employees registering to e-file with the LTSA. The cost was only \$150 but some additional costs will be incurred again each time the signatures need to be updated due to staffing changes. In addition to the concerns raised above, the LTSA service fees increased by approximately 5 percent, effective October 1, 2014.

Given the increased costs in dealing with the LTSA, it may be necessary to look at the RDN’s current processes to determine whether these costs should be passed on, where possible, to RDN applicants.

This issue is not unique to the RDN and it is likely that a resolution in this regard will be supported by other local governments.

ALTERNATIVES

1. To adopt the resolution as presented.
2. To amend the resolution and adopt as amended.
3. To not adopt the resolution.

FINANCIAL IMPLICATIONS

Should the LTSA revert back to the previous fee structure as used by BC OnLine, the annual savings for the RDN would amount to approximately \$20,000.

STRATEGIC PLAN IMPLICATIONS

This resolution is consistent with the Board Value to “Show Fiscal Restraint”.

SUMMARY / CONCLUSIONS

Effective May 1, 2014, the LTSA took back the services previously provided through BC OnLine. In doing so, the LTSA began charging local governments for accessing records for purposes not charged by BC OnLine. The result is an increase to the RDN of over \$20,000 per year to receive essential land title information.

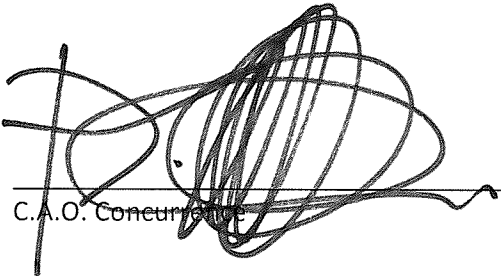
Given the increased costs in dealing with the LTSA, it may be necessary to look at the RDN’s current processes to determine whether these costs should be passed on, where possible, to RDN applicants.

RECOMMENDATIONS

1. That the attached resolution regarding Land Title Fees be adopted as presented and forwarded to the Association of Vancouver Island and Coastal Communities for consideration at the 2015 Annual General Meeting and Convention.



Report Writer



C.A.O. Concur

WHEREAS local governments rely on land title records and survey plans from the Land Title and Survey Authority of BC (LTSA) in their day to day operations beyond those searches conducted for assessment or taxation purposes;

AND WHEREAS the transition from BC OnLine to myLTSA has limited the fee exemption to land title register searches conducted for taxation and assessment purposes only, resulting in significant additional costs to local governments;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Land Title and Survey Authority of BC to charge local governments for accessing records in a consistent manner to that of BC OnLine;

AND BE IT FURTHER RESOLVED that the Union of BC Municipalities urge the Province to, if necessary to achieve the above, amend the *Land Title Act* to expand the purposes under which a local government can search the records of the land title office without charge.



RDN REPORT		
CAO APPROVAL		
EAP	✓	
COW	✓	
JAN 06 2015		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: January 13, 2015

FROM: Joan Harrison
Director of Corporate Services

SUBJECT: Designation of the “Local Government Liaison” under the *Public Health Act*

PURPOSE

To designate the local government liaison in accordance with Section 83(2) of the *Public Health Act*.

BACKGROUND

Under Section 83(2) of the *Public Health Act*, a local government of British Columbia must designate one of its members, or an officer, or employee of the local government as the local government liaison for the purposes of reporting on matters of public health hazards and impediments, and taking action where the local government has authority to do so. The Regional District of Nanaimo (RDN) has yet to appoint a specific local government liaison.

While local governments are able to work and communicate with the regional health board by way of other avenues, for example through a local Environmental Health Officer, these are typically for specific issues on a case-by-case basis. The local government liaison fulfills duties that may be considered ‘larger-scale’ when necessary: for example:

- to channel potential local government complaints on health hazards and impediments through a single avenue;
- to interpret the *Public Health Act* and other applicable legislation as needed;
- to provide a consistent point-of-contact at the local government; and,
- to provide a way for the local government to directly ask the Medical Health Officer to assess a situation or review a decision made by an Environmental Health Officer.

To date, staff at the RDN and Island Health have maintained a positive working relationship and communicate on a regular basis. While appointing a local government liaison may be deemed as a legal formality, doing so is also a proactive measure to ensure that potential health hazards are responded to in a timely manner and in accordance with applicable enactments.

Based on correspondence with the local Medical Health Officer, staff recommend designating the Chief Administrative Officer (CAO) as the local government liaison. The Medical Health Officer currently sends information to the CAO regarding public health issues from time-to-time. As well, other local governments choose their CAO as the local government liaison, thus making the RDN consistent with other areas. Pursuant to the *Public Health Act*, however, the RDN may designate any one of its members, elected officials, or employees to be the local government liaison.

Upon the designation of the local government liaison under Section 83(2)(a) of the *Public Health Act*, the RDN is to notify Island Health of its decision. Based on recommendation of the local Medical Health Officer, staff recommend informing Island Health by way of a letter to the local Medical Health Officer.

ALTERNATIVES

1. Designate the Chief Administrative Officer as the local government liaison.
2. Designate another member, officer, elected official, or employee as the local government liaison.

FINANCIAL IMPLICATIONS

There are no financial implications by making this appointment.

STRATEGIC PLAN IMPLICATIONS

Designating a local government liaison aligns with the RDN's Strategic Plan.

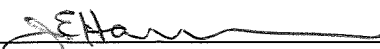
SUMMARY/CONCLUSIONS

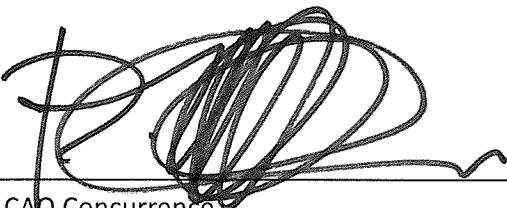
The Regional District of Nanaimo is required to designate a local government liaison under Section 83(2) of the *Public Health Act*. The Regional District has yet to make this designation. While RDN and Island Health staff regularly work together on specific issues, the duties of the local government liaison are particularly for 'larger scale' issues including the interpretation of the *Public Health Act* and a contact to/for the local Medical Health Officer and Island Health in case a situation needs to be reviewed or assessed.

It has been recommended by the local Medical Health Officer that the Chief Administrative Officer of the RDN be designated as the local government liaison. As written in the *Public Health Act*, however, the RDN may designate any one of its members, elected officials, or employees to be the local government liaison. Once the appointment is made, as per Section 83(2)(b), the RDN must then send notice of the designation to Island Health.

RECOMMENDATIONS

1. That Paul Thorkelsson, RDN Chief Administrative Officer be designated as the local government liaison in accordance with Section 83 of the *Public Health Act*.
2. That the Regional District of Nanaimo send notice of the designation of the local government liaison to Island Health by way of the local Medical Health Officer.


Report Writer


CAO Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
DEC 11 2014	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: December 5, 2014

FROM: Stephen Boogaards
Planner

FILE: 67401 30 SH

SUBJECT: Options to Influence Seaweed Harvesting in Electoral Area 'H'

PURPOSE

To provide an update on the status of the Board resolution related to the *Mazzaella japonica* harvest licences issued by the Ministry of Agriculture.

BACKGROUND

Due to concerns about the environmental and community impacts of the commercial seaweed harvest within the Deep Bay to Qualicum Bay area, the Regional District of Nanaimo (RDN) Board directed staff to prepare a report of options the RDN may use to influence *Mazzaella japonica* seaweed harvesting licences issued by the Ministry of Agriculture (BCMA). RDN staff presented a review of the possible options at the June 10, 2014 Committee of the Whole meeting. While the report identified several possible options for the RDN to pursue, the main conclusion was that local governments have no jurisdiction when it comes to the harvest of marine plants on Crown land and would need to rely on a provincial government instrument to attempt to influence the seaweed harvest. However, the staff report also noted that it was unclear whether any of these instruments would apply to seaweed harvesting. The best course of action is to attempt to have input into the seaweed harvest by meeting with the agencies involved in the licensing process.

The Board passed a resolution to direct staff to:

Arrange a meeting with all agencies that are involved in the process of approving Seaweed Harvesting licences. Additionally and concurrently, staff is to pursue further action on a notation of interest on the foreshore from Deep Bay Spit to Qualicum Bay and a Crown Lease application.

The Ministry of Agriculture is authorized under the *Fisheries Act* to issue licences for the harvesting of marine plants. The *Fisheries Act* has no requirement for the Ministry to consult with local governments or communities. The Board has previously expressed its concerns to the Ministry that commercial licences are issued without local consultation.

Complicating matters is that while the BCMA is responsible for issuing the licences for seaweed harvesting, Fisheries and Oceans Canada (DFO) is responsible for ensuring that commercial fisheries and fish habitat are not harmed as a result of the harvesting activities. The two agencies are supposed to

work together to ensure that the harvest can be carried out in a sustainable manner and that there will be no harm to fish habitat as a result of harvesting activities.

This report will provide an update on the three parts of the Board resolution: arrange a meeting with all agencies that are involved in the process of approving Seaweed Harvesting licences; pursue a notation of interest on the foreshore from Deep Bay Spit to Qualicum Bay; and pursue a Crown Lease application.

ALTERNATIVES

1. To receive this report for information and direct staff to continue discussions with the Ministry of Agriculture and not to continue the application process for the Notation of Interest and Crown lease.
2. To receive this report for information and direct staff to continue discussions with the Ministry of Agriculture and continue the application process for the Notation of Interest and Crown lease.
3. To receive this report for information and provide alternative direction to staff.

LAND USE IMPLICATIONS

The 2014-15 *Mazzaella japonica* Harvesting Licences

The Ministry has issued three *Mazzaella japonica* harvest licences for 2014 – 2015 for the shoreline between Burne Road and Buccaneer Beach Road in Electoral Area 'H'. Each licence holder may harvest up to 300 tonnes of seaweed within the harvest period from September 15th until February 15th, ending before the early spawning season for Pacific herring and the Brant goose migration.

The BCMA did make some changes to the 2014 – 2015 harvesting license conditions based on the feedback from the community, the RDN, and other government agencies. The BCMA now requires that harvesting be conducted only during daylight hours and on weekdays during the harvest period. The Ministry also requires that the licence holder immediately cease harvesting if herring eggs are observed on the beach during the term of the licence.

Meeting with Provincial and Federal Agencies to Discuss the 2014 – 2014 Harvest Licences

On September 11th, RDN staff met with representatives from the Ministry of Agriculture and the Ministry of Forests, Lands and Natural Resource Operations. The intention of the meeting between staff was to discuss the impacts of seaweed harvesting and the role of agencies involved in seaweed harvesting. RDN staff attempted to arrange the meeting prior to the new licences being issued. Unfortunately, staff from the Ministry of Agriculture were not available to meet within this timeframe. Representatives from the BC Crown Land Allocation Branch and Fisheries and Oceans Canada were not available to attend the meeting.

Ministry of Agriculture staff provided an overview of the aquatic plant harvesting program that includes the harvest of *Mazzaella japonica* seaweed. Ministry staff explained that the *Mazzaella japonica* harvest is a pilot project that uses an adaptive management approach. Since 2006, the Ministry has used the adaptive management approach to refine the seaweed harvest licence conditions through an iterative process of monitoring and improvement. Licence conditions in previous years required that licence holders only harvest in the upper intertidal zone, only harvest detached or parts of live plants, only harvest by hand and only access the harvest area by one well-tracked vehicle or shallow-draft boat. The

Ministry currently considers the harvest to have a very low impact. As a pilot project, the Ministry stated that the harvest will not continue if it cannot be done sustainably and without substantive or permanent impact.

The 2014-2015 licence conditions incorporate feedback from the community, RDN, First Nations and senior government agencies to reduce the impact of seaweed harvesting on residents and the foreshore environment. The Ministry has also held meetings with individual First Nations to discuss the licencing process, including Qualicum First Nation. The changes in the 2014-2015 licence conditions include that harvesting must be conducted only during daylight hours and on weekdays during the harvest period, and that the licence holder will immediately cease harvesting if herring eggs are observed on the beach during the term of the licence. As in previous years, the Ministry has continued to work with DFO to ensure there is no impact on fisheries or fish habitat. DFO has determined that the fishery is of low impact provided that the licence conditions are followed, and that it would likely not result in a contravention of the federal Fisheries Act.

The Ministry of Agriculture is committed to ongoing adaptation of the conditions of harvest licences as new information becomes available. The Ministry announced that Vancouver Island University will conduct an environmental study to determine if there are impacts from the harvest of seaweed and to inform the harvesting procedures already in place. Specifically, the study will include an ongoing monitoring program during the harvest season and scientific evaluations of beach-cast *Mazzaella japonica* and other associated aquatic plant species on selected beaches between Deep Bay and Buccaneer Beach.

Electoral Area 'H' Director Veenhof and the Manager of Long Range Planning met with the James Mack, Assistant Deputy Minister to Agriculture Science and Policy, to discuss the seaweed harvest. The Ministry will use the information collected by VIU study to assess the harvesting licenses and there will be some form of public consultation after the study is completed for the 2014-2015 harvest season.

Ministry of Agriculture and RDN staff agreed to meet again in the Spring 2015 prior to the issuance of licences for the 2015-2016 season. RDN staff will also be able to offer assistance, if need be, to the Ministry in communicating and disseminating information on the seaweed harvest.

Notation of Interest

RDN staff were directed to apply for a Notation of Interest to inform the RDN of seaweed harvesting applications. A Notation of Interest is a record on provincial reference maps of an interest in Crown land by a provincial or federal ministry or agency. It is used to ensure the referral of Crown land applications to agencies with an interest in the lands. Sponsoring agencies may apply for a Notation of Interest on behalf of the RDN. However, provincial staff have confirmed that a Notation of Interest would not apply to seaweed harvesting licences. A Notation of Interest would only apply to a land use tenure under the *Land Act*, whereas seaweed harvesting is considered a fishery under the *Fisheries Act*. Also, most tenure applications under the *Land Act* are currently referred to the RDN. As a Notation of Interest will not give the RDN any influence over seaweed harvesting licences, there is no value in continuing with the application process.

Crown Land Lease

A lease is a long-term tenure of Crown land, where the tenure holder has the right to exclusive use of the area. RDN staff were directed to apply for a Crown land lease for the shoreline between Deep Bay and Qualicum Bay so that the harvesting of seaweed could be restricted within the lease area. The RDN is not able to apply for a lease for that specific purpose but the RDN may apply for a lease for community use. The intent of a lease for Crown land is that the lessee is going to provide a facility or service that is not available elsewhere. In this case the community use may be a park.

RDN staff have consulted with the BC Crown Land Allocation Branch to determine the outcome of a possible application. The application is not likely to be successful for three main reasons. The first relates to existing interests in the area, primarily First Nations interests. Having a park along that shoreline that provided exclusive use to the RDN would be deemed to be infringing on First Nations' rights.

The second reason relates to the province's strategic priorities. Foreshore preservation is not considered a priority under the Community and Institutional Program; the program under which the RDN would be applying for a Crown land lease. That the application does not meet the province's strategic priorities will also affect the chances of getting a Ministry to sponsor the application as provincial priorities must also be considered by the sponsoring agency.

The third reason relates to the actual reason for the application. As the RDN may only apply for a lease for a community use, the RDN must provide supporting documentation that the subject area has been identified as an area for meeting an identified community need. This will be difficult as this area has never been identified by the RDN as a priority for park acquisition nor has it been identified for any other community use.

The steps below identify the process an RDN application for a Crown land lease would follow, with the implications for the RDN at each of those steps.

Step 1 – The RDN makes an application for a land tenure

A complete application package consists of an application, a letter requesting sponsorship (only for the Nominal Rent Tenure), a development plan, mapping and application fee. The RDN must be able to identify on its application the proposed use of the Crown land, such as for the purposes of a park or certain kinds of public recreation, and justify the size of the site for the use. The success of the RDN's application depends on these reasons for the tenure. In support of the application the RDN will have to include supporting documents such as studies and reports. For example, if the purpose of the lease was a community park the RDN would have to provide documentation that this area has been identified as a priority for the establishment of a community park along with an assessment that the establishment of a park would not have a negative impact on the natural environment. In addition, the RDN is to have consulted with First Nations prior to making the application and include a description of the consultation with the application. The RDN must also provide written confirmation that the proposed land use cannot be accommodated on its existing lands.

Step 2 – The RDN's request for sponsorship is considered by a sponsoring Ministry

An applicant must pay full market value for a Crown lease unless they have sponsorship from a sponsoring ministry. The Province may, through a Nominal Rent Tenure, lease Crown land to local governments or community service organizations at less than fair market value or a nominal rental fee.

The sponsoring Ministry will review the proposal against provincial objectives established by Provincial Cabinet, such as if the proposal achieves community priorities, generates economic benefits or contributes to environmental quality. In its request to the sponsoring agency, the RDN must establish how the lease would meet these selection criteria. If the sponsoring agency does not agree to the sponsorship, the RDN may still apply for the tenure at fair market value. The Ministry of the Environment would likely be the agency to consider the RDN's request, as the Ministry's programs include provincially or regionally significant parks and protected areas. However, a provincial ministry will not likely support an application if the purpose of the tenure is meant to prevent the use of Crown land.

Step 3 – The RDN's application is considered by the BC Crown Land Allocation Branch

For either a nominal rent tenure or a tenure at market rent, the application is considered by the BC Crown Land Allocation Branch within the Ministry of Forests, Lands and Natural Resource Operations. The Ministry considers the application according to certain Crown Land Allocation Principles, such as if the use is a benefit to the public. However, the purpose of a lease to protect the foreshore from seaweed harvesting is not considered to be a strategic use of Crown land that would benefit the public interest. On review of the application, the Crown Lands Branch will also request the completion of other studies, such as a wildlife or habitat assessment. This means that the RDN would have to include money in a budget to pay for these studies.

Step 4 – The Province consults with affected stakeholders

The Crown Lands Allocation Branch will review the RDN's application with affected stakeholders, such as First Nations, upland property owners, existing land tenure holders and the general public. The success of the RDN's application will be affected by the impact it has on these other interests in the land. The proposed land tenure may, in particular, infringe on First Nations rights or title in the land, such as for the use of the foreshore. The Lands Branch has identified 14 different First Nations that have an interest in the Qualicum Bay area and need to be consulted. The Lands Branch also consults with existing shellfish tenure holders and *Mazzaella japonica* licence holders that would be affected by the potential land tenure. Depending on the nature of the application, the Branch may require the RDN to advertise the lease application. The more impact that a proposed lease will have on existing users and other stakeholders, the less likely that it will be supported by the province.

Step 5 – The Province makes a decision on the RDN's application

The Crown Lands Allocation Branch will consider the RDN's purpose for the tenure and stakeholder input in its decision to issue the tenure. If a nominal rent tenure is requested and the RDN is successful in its Crown land tenure application, the sponsorship is approved by Cabinet. However, the success of an application for either a nominal rent tenure or market rent tenure is unlikely due to the RDN's proposed purpose to restrict seaweed harvesting. The purpose of Crown land tenures is to allow a certain use of Crown land, not to prohibit a use of Crown land. Provincial staff has commented that a lease tenure implies a strategic use under the Crown Land Allocation principles, none of which are for foreshore preservation. Therefore, provincial staff have advised that an application for a tenure on the shoreline between Deep Bay and Qualicum Bay is not likely to be successful.

First Nations Implications

First Nations' interest in the foreshore may affect the success of the Crown land lease that will provide exclusive use to the RDN. The Province must identify and consult with First Nations with an interest in the land prior to approving the tenure of Crown land. The Province uses the consultation to identify any potential infringement on First Nations' rights. If there is an interest in the land, a possible tenure

cannot restrict First Nations' rights to the title in the land or to use of the foreshore. Provincial staff has advised that a tenure application will not likely be successful since it is an aquatic site and First Nations' interests will be affected.

STRATEGIC PLAN IMPLICATIONS

Regional District of Nanaimo action to influence the harvest of seaweed is consistent with direction in the Board's Strategic Plan to protect the natural environment within and around communities. However, the Plan's Strategic Priorities also support a viable regional economy by advancing traditional resource and agricultural sectors. To reconcile this perceived conflict, the recommended approach is to work with senior government agencies to ensure that seaweed harvesting is undertaken sustainably by minimizing environmental or community impacts. The approach is consistent with other Strategic Plan policies to collaborate with First Nations, provincial and federal governments to resolve such regionally significant issues.

SUMMARY/CONCLUSIONS

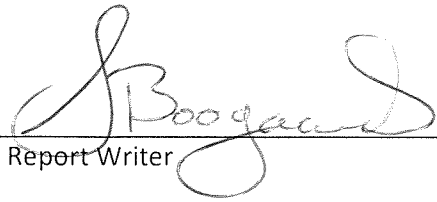
The Regional Board, at its June 10, 2014, Committee of the Whole meeting, considered a report of options that the RDN may use to influence seaweed harvesting between Deep Bay and Qualicum Bay. The Board requested staff to arrange a meeting with agencies involved in seaweed harvesting licences. The Board also requested staff to follow up with preferred options to influence the harvest of seaweed, specifically a Notation of Interest and a Crown land lease on the shoreline between Deep Bay and Qualicum Bay.

Staff from the RDN, Ministry of Agriculture and the Ministry of Forests, Lands and Natural Resource Operations met on September 11, 2014, to discuss the licencing system for the *Mazzaella japonica* seaweed harvest. Based on feedback from the community and government agencies, the Ministry of Agriculture implemented new licence conditions to reduce the impact of the harvest on the community and coastal environment. The Ministry has indicated that the harvest will not continue if it cannot be done with very little impact. Regional District of Nanaimo and Provincial staff will meet again before the issuance of next year's licences.

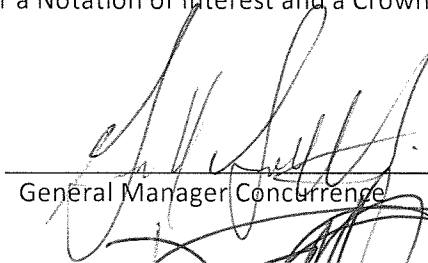
Regional District of Nanaimo staff researched the likelihood of the Notation of Interest and Crown land lease option to influence seaweed harvesting. Provincial staff confirmed that the RDN may apply for a Notation of Interest; however, a Notation of Interest would not apply to seaweed harvesting licences. Provincial staff also confirmed that the RDN is unlikely to be successful with a Crown land lease application. The intention of Crown land tenures is to allow a strategic use of Crown land, not prohibit it. As there is a very low likelihood that a lease will be issued combined with the significant resources required to meet the application requirements, staff are recommending that the RDN not proceed with the application for a Crown land lease. The best opportunity to influence the harvesting of seaweed is through continued dialogue with the Ministry of Agriculture.

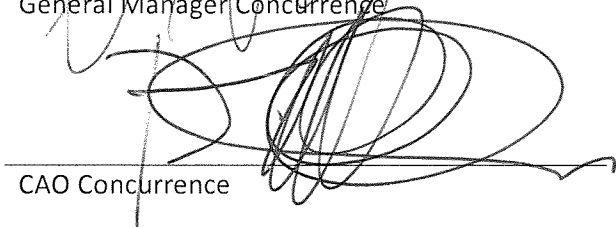
RECOMMENDATIONS

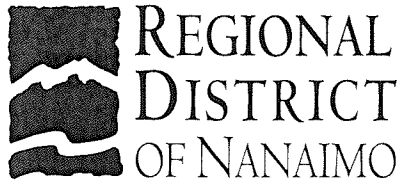
1. To receive this staff report for information.
2. That staff arrange for another meeting with the Ministry of Agriculture prior to the issuance of the 2015-2016 seaweed harvesting licences and work with the Ministry of Agriculture on a communications strategy.
3. That the RDN not continue with the applications for a Notation of Interest and a Crown land lease.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence



RDN REPORT		
CAO APPROVAL		
EAP		
COW	<input checked="" type="checkbox"/>	
JAN 06 2015		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: January 2, 2015

FROM: Lisa Bhopalsingh
Senior Planner

FILE: 6780 30

SUBJECT: Regional Growth Strategy Indicators and Targets Project -
Recommended Indicators and Targets

PURPOSE

To provide the results of community engagement and recommend a list of indicators and targets to monitor the Regional Growth Strategy (RGS).

BACKGROUND

On July 22, 2014, the Regional District of Nanaimo (RDN) Board directed staff to proceed with Stage 3 Community Engagement of a Board-approved project to select indicators and set targets to monitor annual progress towards the goals of the RGS.

Monitoring progress and evaluating the effectiveness of actions undertaken by the RDN and member local governments to achieve RGS goals, is part of being “*accountable for our decisions and actions*”, one of the sustainability principles that the RGS is founded on and a central theme in the RDN’s 2013-2015 Board Strategic Plan. The project, approved by the RDN Board in January 2014, is also consistent with the requirements of Section 869 of the *Local Government Act* and related RGS policies that provide direction to monitor the RGS and produce annual progress reports.

Attachment 1 outlines the timeline and five steps identified in the project Terms of Reference. This report on the results and analysis of community feedback received during Stage 3 also forms part of Stage 4 of the project by presenting a list of recommended indicators and targets for RDN Board consideration.

Process for Developing a Final List of Recommended Indicators and Targets

To date, the following tasks identified in Stages 1, 2, 3 and 4 of the project Terms of Reference have been completed and used to develop a final list of recommended indicators and targets:

Stage 1 – Background Information

- Monitoring Background Report prepared.
- Information sheets explaining monitoring, indicators and targets completed.
- Website with information on the indicators and targets project created.

- Terms of Reference for setting targets and choosing indicators to measure RGS progress, drafted and approved by the RDN Board January 28, 2014.
- List of approximately 100 potential indicators identified using prior monitoring experience, information currently collected by the RDN and other agencies, and new research.
- Using evaluation criteria established in the Terms of Reference, the list of potential indicators was narrowed down to a draft shortlist of 46 indicators. Suitable targets for the RGS goals were identified relating to the 46 shortlisted indicators.

Stage 2 – Verify Indicators and Targets

- Workshop held on March 31, 2014 with RDN staff and ‘relevant professionals’ comprised of RDN staff, and staff from member municipalities and provincial agencies. The purpose of the workshop was to review and verify the shortlist of indicators and targets for monitoring the RGS.
- Compiled and analysed workshop feedback. This included conducting additional research to create a refined list of approximately 20 recommended indicators and targets to be reviewed by RDN Board members. A list of ‘Future Indicators’ was also identified for use once data improved along with information considered useful as ‘Supporting Statistics’ that complimented the recommended indicators.
- Provided information on the outcome of the workshop to RDN Board members and received comments and direction on the draft list of recommended indicators and targets.
- Conducted further research and analysis based on feedback from RDN Board members. RDN Board members indicated support for the majority of the recommendations, resulting in a few changes to the draft list of indicators and targets.
- Prepared a draft report titled “Stage 2 – Confirmation of Indicators and Targets”. This report presented a draft list of 21 indicators and targets and the rationale for recommending their use.

Stage 3 – Community Feedback

- July 22, 2014 the RDN Board approved use of a draft list of indicators and targets to gather community feedback.
- Prepared and conducted an online survey to obtain feedback on draft list of indicators and targets. The survey ran from August to October 2014 and was advertised through the RDN website, social media, earned media (newspaper and radio), transit ads, libraries, e-mail lists and community notice boards.
- 258 people participated in the survey by providing responses to one or more questions.

Stage 4 – Finalize Indicators and Targets

- Survey results compiled.
- Prepared report titled “Stage 3 and 4 – Community Feedback and Recommended Indicators and Targets” (Attachment 2). This report summarizes the survey results and presents recommendations for the RDN Board to consider for a list of indicators and targets (Attachment 3).

Next Steps

Following approval from the RDN Board, the finalized indicators and targets will be used to initiate an ongoing RGS monitoring program. The results of monitoring will be communicated to the public and other interested parties through a variety of methods focusing on those that received a high level of support in the survey (including e-mail, the RDN website, and electronic newsletters and reports).

Efforts will also continue to explore suitable indicators and targets for Climate Change Adaptation (Goal 1) and Cooperation Among Jurisdictions (Goal 11).

Once a baseline has been established and data collected for the first year of monitoring indicators, staff will seek direction from the RDN Board regarding setting more specific measurable targets and aligning resources to achieve them.

ALTERNATIVES

1. That staff proceed with initiating a program to monitor the RGS using the recommended list of indicators and targets as described in the attached report.
2. That staff not proceed with initiating a program to monitor the RGS using the recommended list of indicators and targets as described in the attached report and, be provided with alternate direction.

FINANCIAL IMPLICATIONS

The Long Range Planning Department budget for 2015 includes funds to cover costs associated with Stage 5 – Initiating a Monitoring Program and developing a web based reporting system as outlined in the project Terms of Reference.

It is anticipated that once a system of collecting and reporting data is established, the costs of updating and reporting will be lower in subsequent years. As noted in earlier reports, the costs of regularly monitoring the RGS will be lower if the list of indicators remains focused on a practical number that shows meaningful progress towards the RGS goals and, are either provided free of charge or, can be developed at a low cost in-house.

STRATEGIC PLAN IMPLICATIONS

This project is consistent with the RDN Board Strategic Plan 2013-2015 as detailed below:

Monitoring and Communication

The Board Strategic Plan establishes RDN Board values for being *'Transparent and Accountable'* and identifies strategic priorities for *'Monitoring and Communication'* that directly relate to monitoring the RGS: *"Monitoring progress is necessary to determine the effectiveness of our actions. Projects can be measured against criteria or targets that highlight their intended effects. Over time, such measurements demonstrate which actions are most successful..."* (Page 19).

Regional Collaboration and Cooperation

Consultation during Stage 2 of this project, with 'relevant professionals', included staff from the RDN member municipalities. This worked towards the Board Strategic Plan action to *"foster a cooperative working environment between staff at the RDN and in the region's municipalities"* (2-b, Page 23) and enhance regional cooperation at higher levels.

Community Engagement

The approach to public consultation involved in Stage 3 of this project and the overall purpose of this project is aligned with direction in the Board Strategic Plan to “*Engage residents and other stakeholders about RDN decision-making and progress toward regional goals and objectives*” (4-a, Page 23).

As documented in the RGS Monitoring Background Report and Terms of Reference, prior monitoring efforts involved a high level of consultation with ‘relevant professionals’, community members and other stakeholders. Many of the recommended indicators in this report have been used in past RGS monitoring and have already been endorsed by the community and RDN Board through past consultation processes.

Given the extent of prior community and stakeholder input on suitable RGS indicators, the approach to public consultation focused on providing opportunities for stakeholders and the wider community to ‘confirm’ the draft list of recommended indicators and targets.

Community engagement during Stage 3 of this project concentrated on using an online survey which proved to be quite successful in terms of number of participants. Community feedback from the survey was compiled and used to recommend a final list of indicators and targets for the RDN Board to consider (Attachments 2 and 3).

As outlined in the attached report, the survey results confirm clear support from the majority of respondents for the 21 indicators and targets presented for community feedback. Based on feedback from the survey and other stakeholders, the indicators and targets received overall support. While the draft indicators stay the same, the wording for some of the indicators and targets has been modified based on feedback showing the need for clarification. One additional indicator, measuring surface water quality, has also been moved from the “Supporting Statistics and Future Indicators” list to the core list as data is now consistently available. This brings the list of core indicators to 22.

Subject to Board approval, Stage 5 of the project will involve initiating a monitoring program using the Board approved list of indicators and targets and, communicating the results in a meaningful manner to community members and different interest groups.

Managing Regional Growth

Under the area of Strategic and Community Development, the Board Strategic Plan (page 25) identifies implementing the Regional Growth Strategy and specifically establishing “*performance targets to monitor how development across the region is consistent with the Regional Growth Strategy.*” Using indicators to monitor whether or not progress is being made to achieve growth management goals will enable the RDN to determine the effectiveness of actions being taken and the need to adjust them.

Aside from a few ‘specific’ targets already endorsed by the Board through other processes (e.g. Solid Waste Management Plans, Water Service Plans), the majority of proposed targets for the RGS are ‘directional’. These directional targets show the RDN’s intent to generally work towards improving the performance of an indicator without committing to a specific level of improvement in an established timeframe.

Comments received through the survey indicate a desire to see specific targets set for more indicators. It is recommended that consideration of establishing more specific targets be undertaken after baseline data has been established for indicators in the first year of the monitoring program. Setting more

specific targets will require RDN Board direction because for targets to be realistic and achievable within a set time frame decisions have to be made about priorities on actions to achieve targets.

SUMMARY/CONCLUSIONS

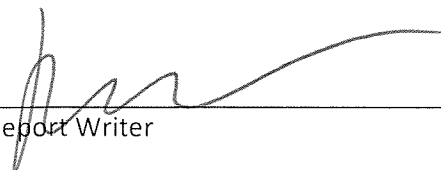
This staff report provides an update of activities undertaken to complete the Regional Growth Strategy Indicators and Targets Project. These activities are consistent with actions identified in the project Terms of Reference approved by the Board in January 2014. Staff research, feedback from 'relevant professionals' and, direction from the RDN Board was used to develop a list of 21 draft indicators. The RDN Board approved using the draft list to obtain community feedback.

The attached report summarizes community feedback and confirms that the RDN is generally on the right track with the draft list of indicators and targets. Feedback was used to make minor clarifications to the wording of the indicators and targets. Changes to data availability allowed for the inclusion of an additional indicator previously identified as a "Supporting Statistic" and "Future Indicator". The result is a list of 22 recommended indicators and targets considered suitable for monitoring the RGS on an annual basis (Attachment 3).

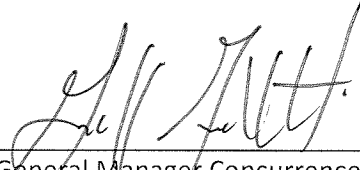
The process of setting targets and selecting indicators is central to monitoring progress towards RGS goals. Monitoring progress ensures that the RDN and member local governments are aware of the impacts and effectiveness of their decisions on creating a more sustainable and resilient community. The purpose of choosing indicators, setting targets and measuring progress towards RGS goals is to enable the RDN to better understand the effectiveness of actions being taken. In addition to meeting legislative requirements, this is part of the RDN's commitment to being accountable to citizens.

RECOMMENDATION

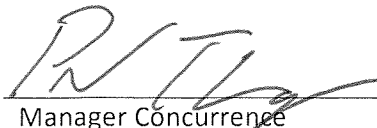
That staff be directed to proceed with initiating a program to monitor the RGS using the recommended list of indicators and targets identified in the attached report.



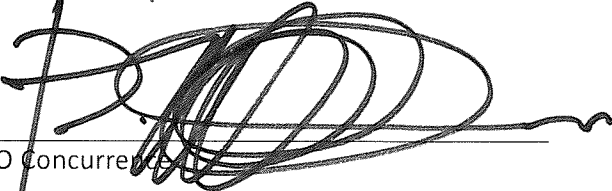
Report Writer



General Manager Concurrence



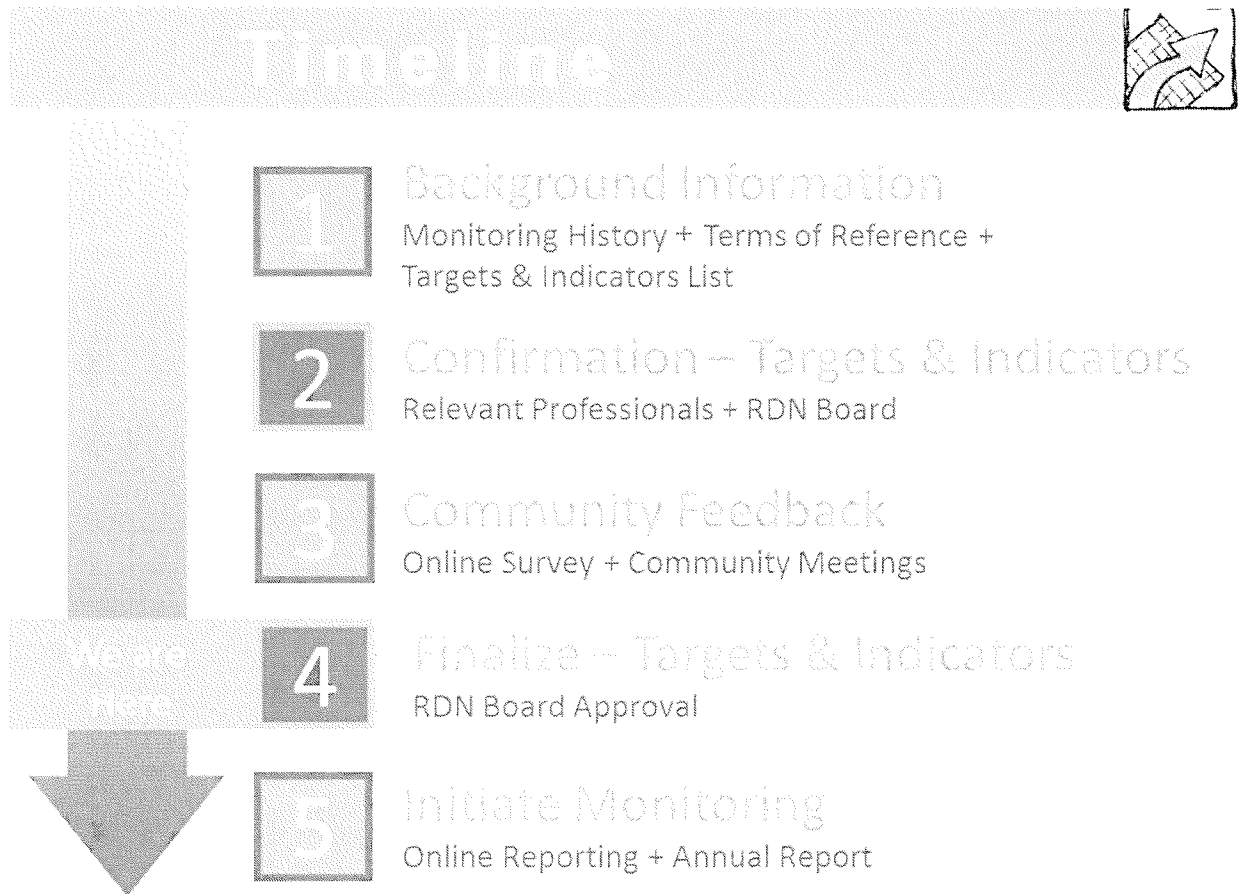
Manager Concurrence



CAO Concurrence

Attachment No. 1

Project Timeline / Board Approved Process for Setting Targets and Selecting Indicators



Attachment No. 2

Stages 3 and 4 – Community Feedback and Recommended Indicators and Targets



Regional Growth Strategy Indicators & Targets



Survey on Measuring Progress

Go to: [Introduction](#) | [Level 1](#) | [Level 2](#) | [About You](#) | [Prize Draw Information](#)

Level 1 - Approx. 2 minutes

1. What types of information on progress do you want to receive

- Addressing Climate Change and Reducing Energy
- Environmental Protection
- Growth Management
- Transportation
- Economic Resilience
- Efficiency of Regional Government Services



Survey on Measuring Progress

Go to: [Introduction](#) | [Level 1](#) | [Level 2](#) | [About You](#) | [Prize Draw Information](#)

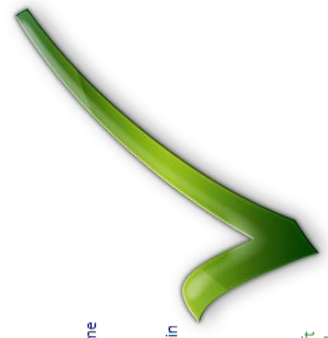
Survey Level 2

Level 2 of this survey is your opportunity to comment on the draft set of indicators and targets. The estimated time for completing this level is 10-15 minutes.

Indicators are measures that help us understand how well we are doing in relation to our sustainability goals in the RGS. ([Click here for more information on Indicators.](#))

Targets are a specific result we want to achieve over time in relation to our goals ([Click here for more information on Targets.](#))

Before you begin, please take a few minutes to review the draft list of indicators and targets ([Click here for the draft list of indicators and targets.](#)) You may also wish to learn more about how this list was developed ([Click here to find out more about this project to measure progress towards Regional Growth Strategy Goals.](#))



Stages 3 and 4 – Community Feedback and Recommended Indicators and Targets December 31, 2014



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1 INTRODUCTION

On January 28, 2014, the Regional District of Nanaimo (RDN) Board directed staff to proceed with a project to select indicators and set targets to monitor progress towards Regional Growth Strategy (RGS) goals.

The project is part of meeting *Local Government Act* requirements to establish an annual program to monitor the RGS and produce annual progress reports.

The Board approved a process for conducting the project as shown in Figure 2 on the following page (also see Terms of Reference, Target Setting and Indicator Selection Project, January 28, 2014).

A draft list of recommended indicators and targets was developed following the completion of Stages 1 (Background Information) and 2 (Confirmation of Indicators and Targets).

The draft list was developed using background research, professional input and direction from the RDN Board. For more information please see Stage 2 – Confirmation of Indicators and Targets, June 27, 2014).

On July 22, 2014 the RDN Board directed staff to proceed with Stage 3 of the project to get community feedback on the draft list of recommended indicators and targets.

Community engagement was conducted through an online survey in the Fall of 2014 (Figure 1).

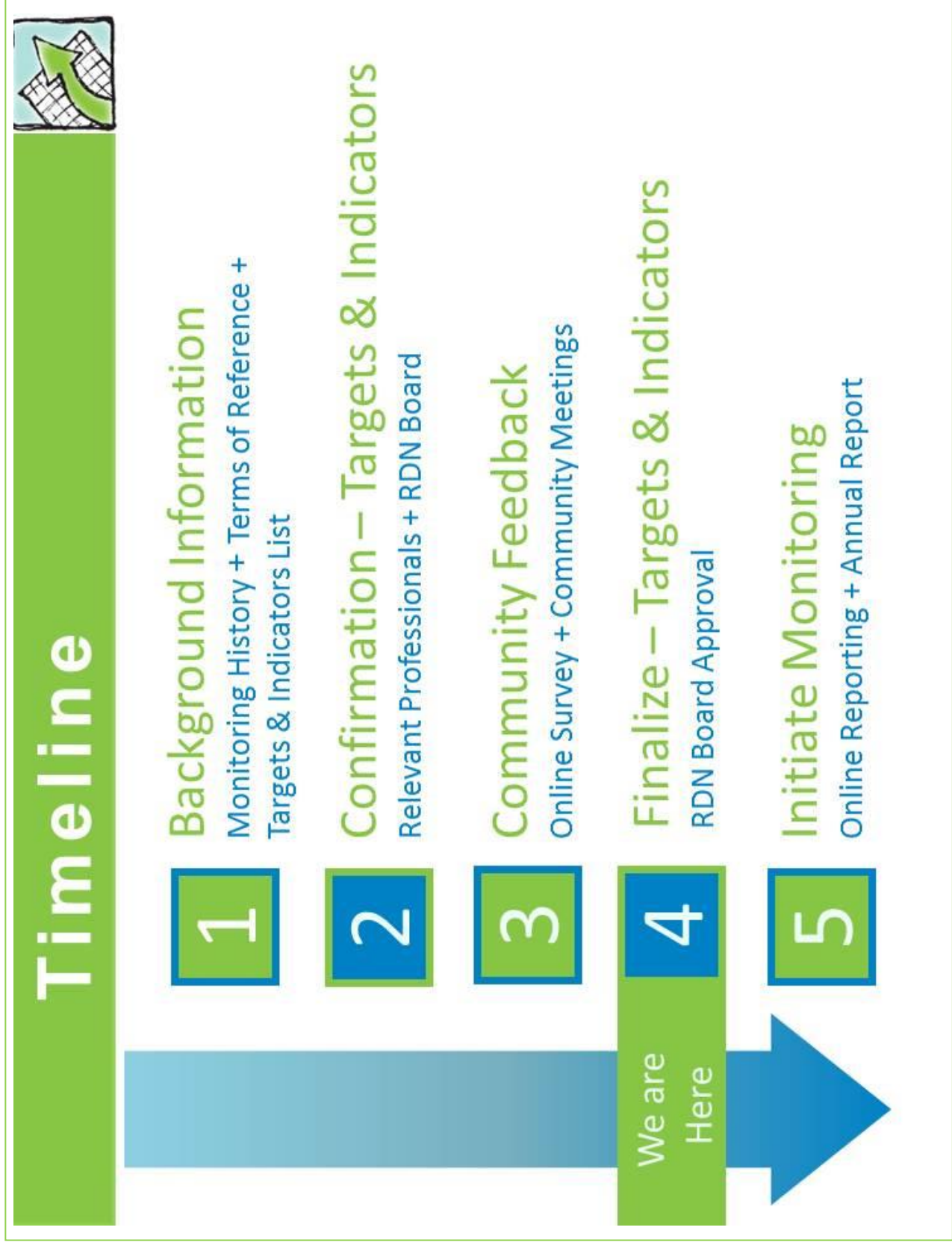
This report on the results of Stage 3 of the project forms part of Stage 4 by summarizing the community engagement results and presenting recommendations to the RDN Board to consider a final set of recommended indicators and targets.

Following approval by the RDN Board this list of indicators and targets will be used to initiate the collection and reporting of data to monitor progress towards RGS goals.

Figure 1: Survey Brochure



Figure 2: Project Timeline



2 ONLINE SURVEY AUGUST 25 – OCTOBER 16 2014

2.1 APPROACH

An online survey (Figure 3) was used as the main method for community members to learn about and provide feedback on the draft list of indicators and targets (hard copies of the survey were also distributed to community members upon request). The survey was launched on August 25, 2014 and closed on October 16, 2014.

The survey was promoted electronically (using the RDN website, e-mail alert system, Facebook, twitter), through media coverage (press releases and earned media) and, using brochures and posters distributed at public buildings and on RDN Transit buses (see Appendix 2).

To motivate people to take the online survey, an incentive of winning a grand prize of a BC Hydro Home Energy Saving Kit was offered along with RDN transit passes and Fortis BC compact face/dryer cloths.

2.2 SURVEY CONTENT

To maximize participation and recognize different levels of interest, the survey was divided into two parts (Appendix 1). The first part of the survey asked what types of information community members are interested in and how they prefer to receive information. The second part of the survey allowed for more detailed feedback and comments on the draft list of indicators and targets.

Figure 3: Survey Image



Survey on Measuring Progress

Go to: [Introduction](#) | [Level 1](#) | [Level 2](#) | [About You](#) | [Prize Draw Information](#)

Level 1 - Approx. 2 minutes

1. What types of information on progress do you want to receive?

- Addressing Climate Change and Reducing Energy
- Environmental Protection
- Growth Management
- Transportation
- Economic Resilience
- Efficiency of Regional Government Services

2.3 SURVEY PARTICIPANTS

Approximately 300 people showed interest in doing the survey of which 258 actually provided responses to one or more survey questions. The majority of those responding (219) completed questions in both the first and second section of the survey and 120 people took the time to provide more detailed comments.

Of the 198 respondents who gave information about where they lived, 95.5% indicated that they lived in the Regional District of Nanaimo (Figure 4). Approximately 41.5% said they lived in an electoral area and 58.5% within one of the RDN’s member municipalities (Figure 5). Most respondents are aged 45 and up (80%) and have lived in the region 5 or more years (78%).

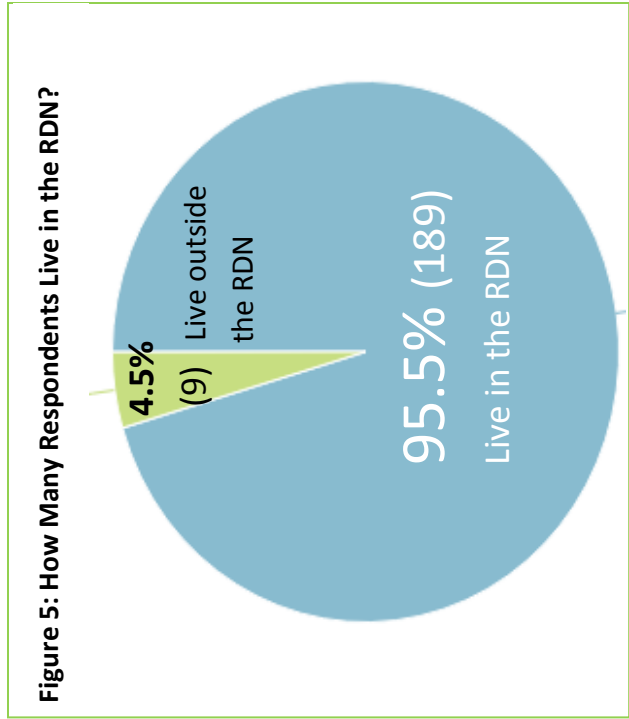


Figure 4: Where do Respondents Live in the RDN?

Response	Percentage	Count
City of Nanaimo	33.0%	66
District of Lantzville	3.5%	7
City of Parksville	7.0%	14
Town of Qualicum Beach	15.0%	30
Electoral Area A: Cedar, South Wellington, Cassidy	6.5%	13
Electoral Area B: Gabriola, Decourcy and Mudge	2.0%	4
Electoral Area C: Extension, Nanaimo Lakes, East Wellington/Pleasant Valley	3.5%	7
Electoral Area E: Nanoose Bay	8.5%	17
Electoral Area F: Coombs, Hilliers, Errington	4.0%	8
Electoral Area G: French Creek, San Pareil, Dashwood, Englishman River	8.0%	16
Electoral Area H: Bowser, Qualicum Bay, Horne Lake, Spider Lake	9.0%	18
	100%	200

Municipalities 58.5%
Electoral Areas 41.5%

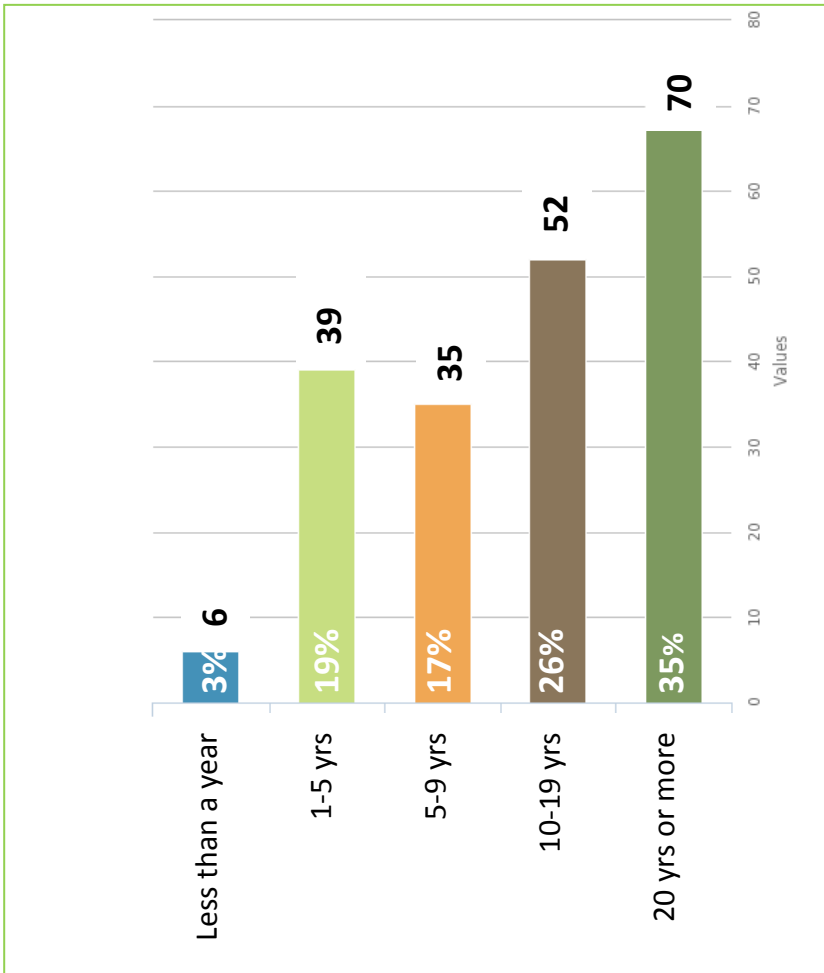
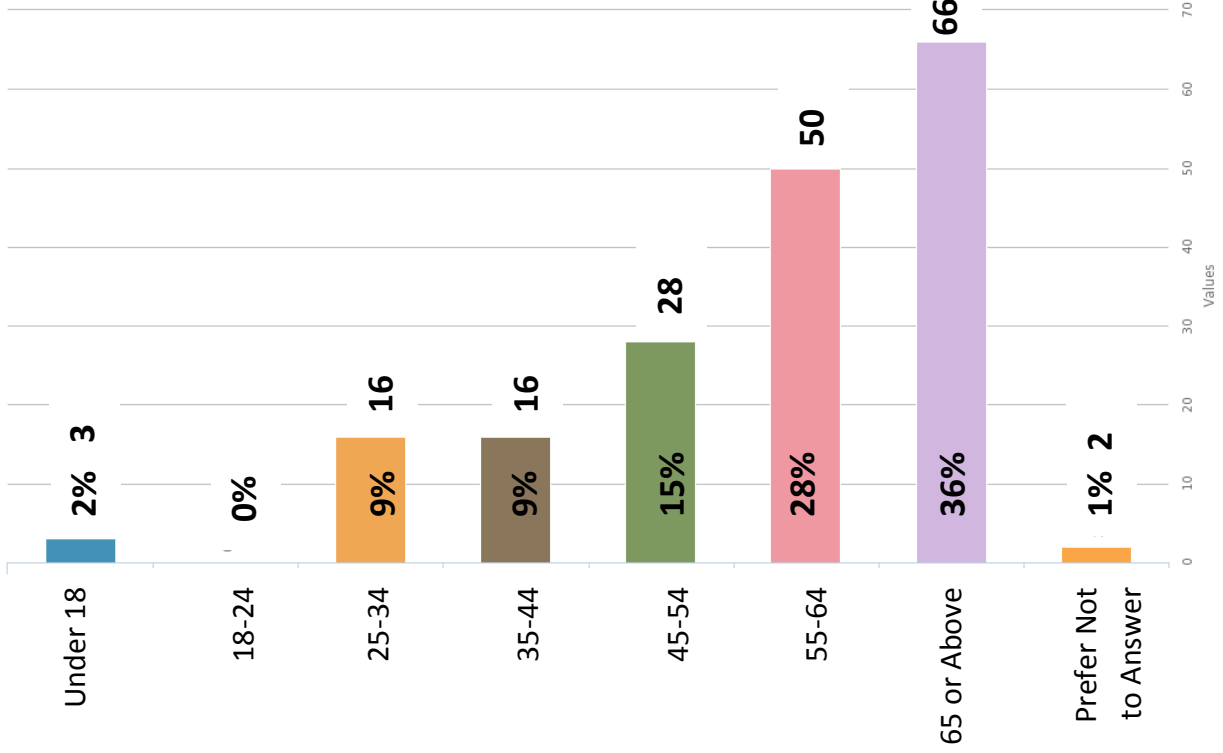


Figure 7: Age of Respondents



3 SURVEY RESULTS

This section provides a summary of the survey results. Appendix 4 (provided as a separate attachment) gives full documentation of the survey results including all comments.

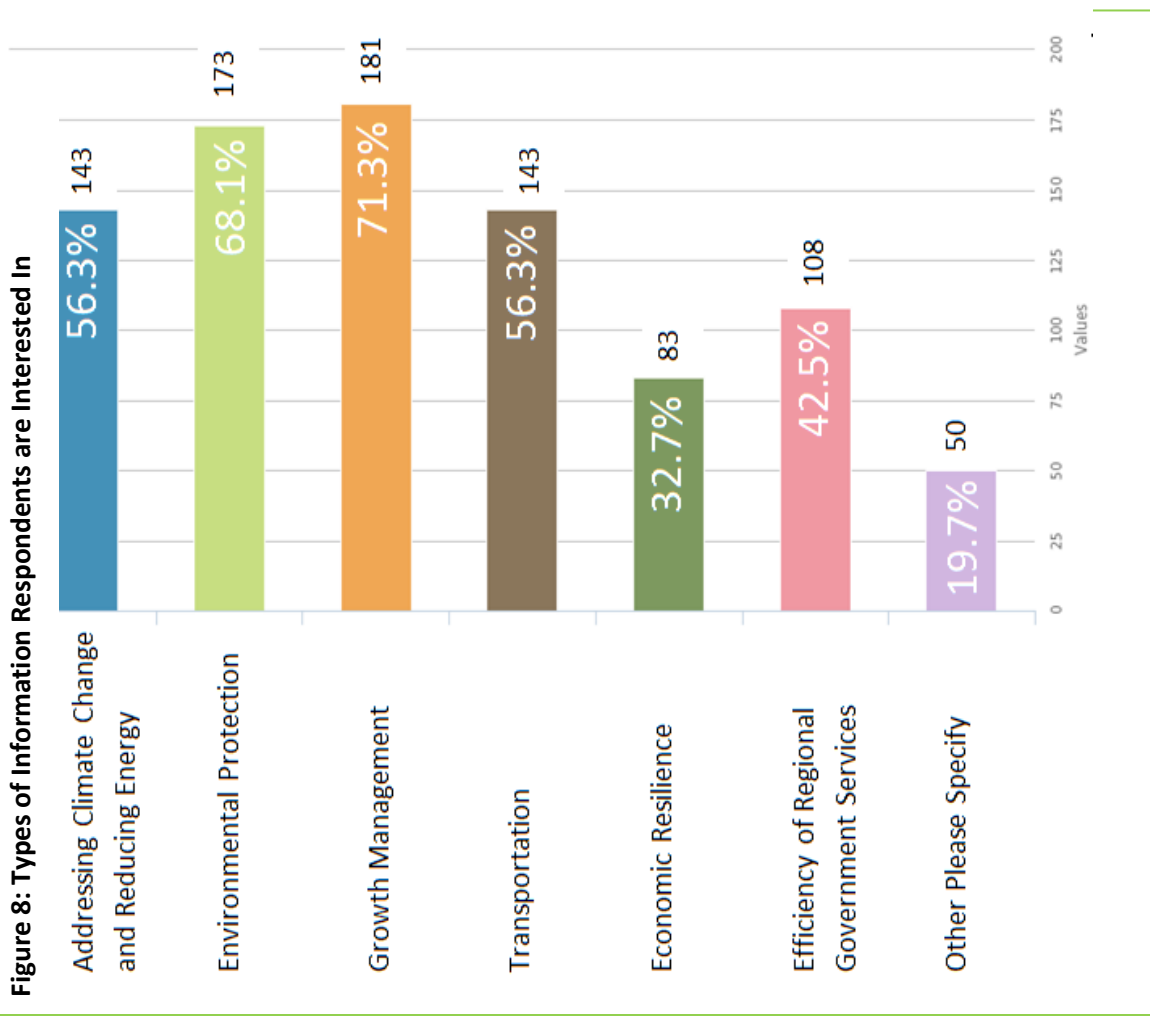
3.1 PART 1 – INFORMATION INTERESTS AND COMMUNICATION PREFERENCES

Types of information People Want

Figure 8 shows that the top four types of information that respondents wanted information on are:

- Growth Management
- Environmental Protection
- Addressing Climate Change and Reducing Energy
- Transportation

Additional comments on other types of information some respondents were interested in, reinforced a general interest in being kept informed on progress towards RGS goals, RDN governance and actions taken by the RDN. Interest in other topic areas beyond the categories listed included those related to water supply and watershed protection, general sustainability and homelessness.



Preferred Ways of Receiving Information

The top four ways that survey respondents prefer to get information on progress towards RGS Goals are via e-mail, electronic newsletters, website and electronic reports (Figure 9). By contrast, face to face communication, social media and online webinars, videos or podcasts received much lower levels of preference.

Frequency of Progress Updates

Figure 10 shows that an equal proportion of respondents want to receive information as either Semi-Annual Updates (38%) or As Information is Available (38%). Additional comments for this question indicated a desire to get information and have a say on important issues and key decisions before they happen.

Figure 9: Preferred Ways of Receiving Information

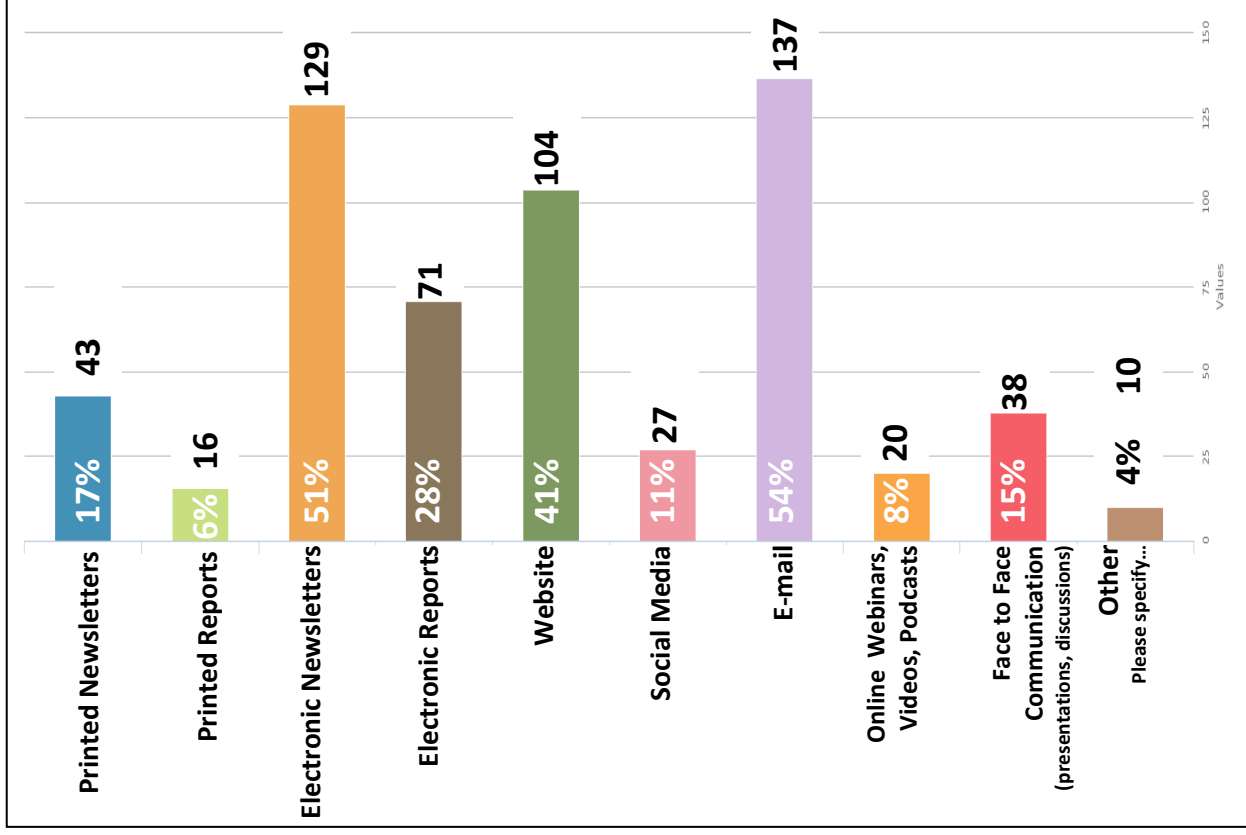
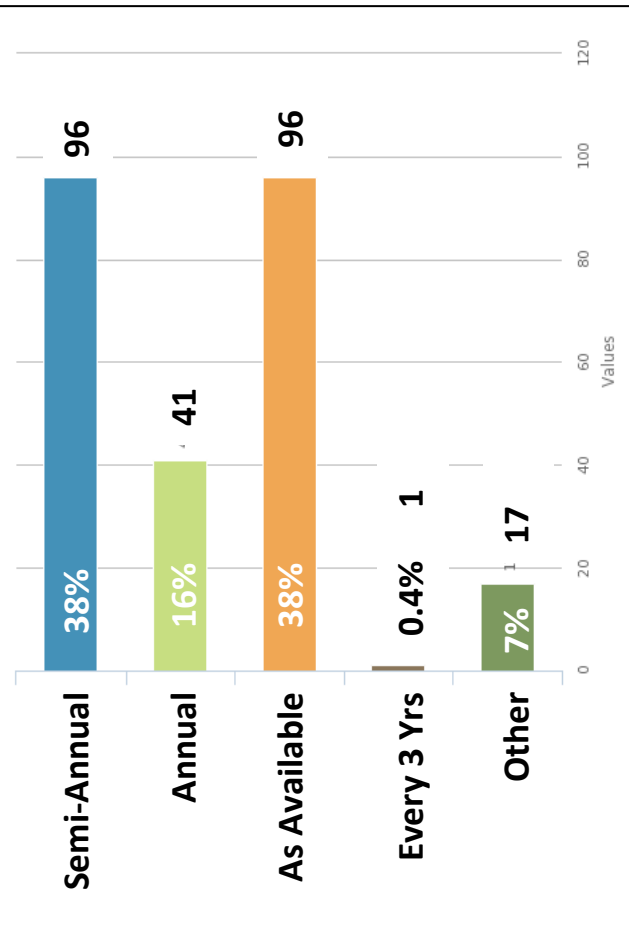


Figure 10: Preferred Frequency of Receiving Information



3.2 PART 2 – SUPPORT FOR DRAFT INDICATORS AND TARGETS

Level of Agreement that Draft Indicators Are Suitable

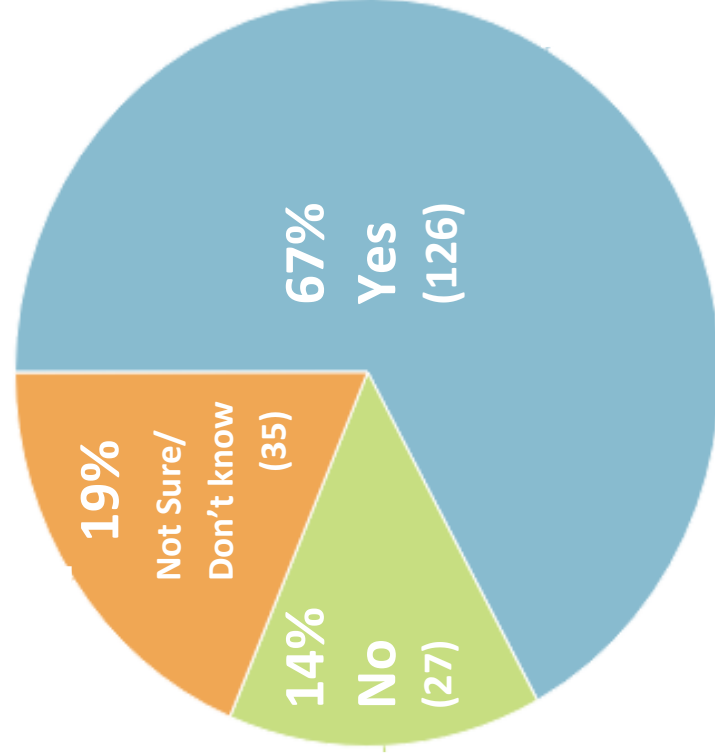
Most respondents (67%) think that the draft indicators will help show progress towards RGS Goals (Figure 11). A further 19% were unsure or did not know, and 14% thought they would not. The majority of comments on the draft indicators confirmed a high level of support for the indicators as presented (see Appendix 4).

Specific feedback and suggestions to improve the indicators included suggestions for indicators already supported by the RDN Board as either “Supporting Indicators” or “Future Indicators” (see Appendix 1). Supporting Indicators which do not meet some of the criteria for being a core indicator are still of value and are intended to be reported on with the core indicators. For example, a few survey respondents suggested including the amount of land in the Agricultural Land Reserve (ALR) as an indicator to show progress towards Enhancing Food Security. This indicator is already on the list of “Supporting Indicators”. Suggestions to have indicators and targets relating to Climate Change Adaptation (Goal 1) reinforced the need to develop these as “Future Indicators”.

Other indicators suggested by survey respondents included several previously considered during the evaluation process and eliminated based on one or more factors including relevance to the RGS Goals, data quality and availability.

Appendix 1 shows how feedback from survey respondents was used to make minor adjustments to the list of indicators.

Figure 11: Agreement with Suitability of Indicators



Level of Support for Draft Targets

The same proportion (67%) of survey respondents who supported the draft indicators also thought that the draft targets as presented are reasonable (Figure 12). The remaining 17% where unsure or did not know and 16% did not agree. Comments on the indicators and targets reflected that overall a clear majority of respondents were satisfied with the list developed with input from knowledgeable professionals and the RDN Board. Those who voiced concern regarding the draft targets, want them to be more specific, quantifiable, and have clear time lines. Appendix 1 shows how feedback from survey respondents was used to make minor adjustments to the list of targets.

Figure 12: Agreement with Targets being Reasonable

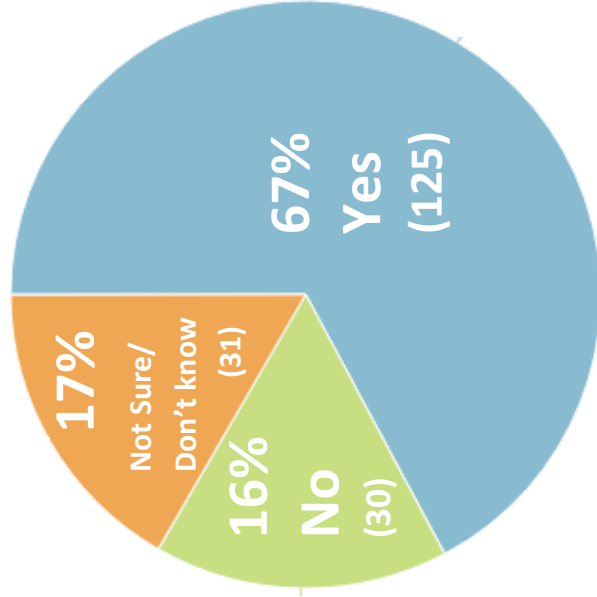
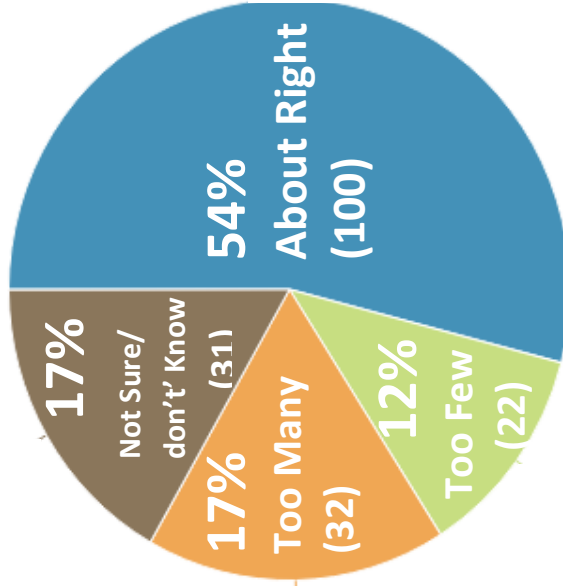


Figure 13: Agreement with Number of Indicators Chosen



Agreement with Number of Indicators Chosen

Just over half (54%) of the survey respondents who provided feedback on the number of indicators thought that the number of indicators (21) was about right (Figure 13). Similar to the response to questions about the indicators and targets, 17% of the respondents were not sure or did not know if the number of indicators was about right. The remaining 29% of respondents were divided with 17% thinking the number was too many and 12% thinking the number was too few.

4 RECOMMENDED INDICATORS AND TARGETS

4.1 CORE INDICATORS AND TARGETS

A draft list of indicators of targets was developed with input from knowledgeable professionals and the RDN Board. On July 22, 2014, the RDN Board approved use of the draft list to gather community feedback. The results of the online survey conducted during the Fall of 2014 confirm support from the majority of respondents for the draft list of indicators and targets. At the same time respondents also provided feedback that was taken into consideration and resulted in minor changes (see Appendix 3). This section lists a recommended set of indicators and targets based on analysis of feedback from the survey (Appendix 3) together with prior research, a workshop with knowledgeable professionals and direction from the RDN Board.

Indicators that do not meet all the criteria for an RGS indicator but are still considered to provide valuable information have been included as 'Supporting Statistics'. These indicators help tell the story of progress towards an RGS goal in conjunction with the set of core recommended indicators. There are also a few indicators identified for 'Future Use' once data becomes either more reliable and/or more accessible. It should be noted that one indicator (Surface Water Quality) identified during Stage 2 of this project as a 'Future Use' indicator is now a core indicator because of a commitment by the data provider to consistently monitor ten rivers in the RDN.

	FINAL RECOMMENDED INDICATORS	FINAL RECOMMENDED TARGETS
	Goal 1: Prepare for Climate Change and Reduce Energy Consumption	
1	Total community GHG emissions	Reduce GHG emissions 33% below 2007 levels by 2020 and 80% by 2050
2	Per capita Non-Renewable energy use	Reduce per capita Non-Renewable energy use (% or #)
3	Total community energy use	Reduce total community energy use (% or #)
	Goal 2: Protect the Environment	
4	Total water consumption (residential and commercial)	Reduce average residential and Commercial water use by 33% between 2004 and 2018

	FINAL RECOMMENDED INDICATORS	FINAL RECOMMENDED TARGETS
5	Surface water quality (Community Watershed Monitoring) <ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity 	Improve surface water quality
6	Amount of land in protected areas	Increase the amount of land in protected areas (Ha)
	Goal 3: Coordinate Land Use and Mobility	
7	Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities	Increase the number of households living within close proximity to places to work, play, learn and shop
8	Per capita transit use	Increase per capita transit use
	Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres	
9	Population inside and outside the GCB	Increase the proportion of the population living within the GCB (%)
10	Diversity of land use (ratio) inside the GCB	Increase land use diversity inside the GCB
11	Density of dwelling units inside and outside the GCB <i>* Note GCB changes over time</i>	Increase the density of dwelling units within the GCB (%)
	Goal 5: Enhance Rural Integrity	
12	The number of new lots / units created through subdivision inside and outside the GCB	Increase the portion of development inside the Growth Containment Boundary
13	Number of parcels with Farm Status	Increase the number of parcels with Farm Status
14	The amount of land classified as Private Managed Forest Land (PMFL)	Increase the amount of land available for natural resource uses (farming, forestry, outdoor recreation)
	Goal 6: Facilitate the Provision of Affordable Housing	
15	The total number of rental units affordable to households with income below 50% of the median income for the region	Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable housing) (% or #)
16	The portion of units in each housing type inside the GCB (Diversity of housing types in the GCB)	Increase the portion of non-Single Family Dwellings inside the GCB (% or #; could have different targets for Urban Areas and Rural Village Centres)

Goal 7: Enhance Economic Resiliency	
17	<p>[Unemployment] Employment Rate and Labour Participation Rate</p> <ul style="list-style-type: none"> Maintain an unemployment rate of between 3-6% Increase the Labour Force Participation Rate
Goal 8: Enhance Food Security	
	Number of parcels with Farm Status (Same as Goal 5)
Goal 9: Celebrate Pride of Place	
18	The amount of publically owned land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks, etc.) Similar to Goal 2
19	Per capita length of maintained public trails (including trails, paths, laneways)
Goal 10: Provide Services Efficiently	
20	Per capita waste disposal
21	Per capita cost to provide water and sewer systems
22	Per capita length of roads (length of paved roads per person)
Goal 11: Enhance Cooperation Among Jurisdictions	
	See Future Indicators Table
	Staff will continue to explore options for a suitable indicator

4.2 SUPPORTING STATISTICS

The following statistics are recommended to be reported as ‘Supporting Statistics’ that compliment information provided by the core list of indicators.

	SUPPORTING STATISTICS
	Goal 2: Protect the Environment
1	Groundwater levels
	Goal 3: Coordinate Land Use and Mobility
2	Walkability score
3	Trips by mode of transportation including walking, cycling as well as transit (see Core Indicators)
	Goal 5: Enhance Rural Integrity
4	The amount of land in the Agricultural Land Reserve (ALR)
	Goal 6: Facilitate the Provision of Affordable Housing
5	The portion of households paying 30% or less of household income on housing (renters vs. owners)
6	The number of households in core housing need
	Goal 7: Enhance Economic Resiliency
7	Census five year unemployment data for all RDN municipalities and electoral areas
8	Commercial / industrial building permits (new / renovations)
9	Housing starts
10	Regional Gross Domestic Product (GDP)
	Goal 8: Enhance Food Security
11	The total area of land in the RDN being used for commercial food production
12	The amount of land in the Agricultural Land Reserve (ALR) (same as for Goal 5 above)
13	Number of aquaculture leases and tenures
	Goal 9: Celebrate Pride of Place
14	Known formal agreements allowing access to PMFL for recreation including trails

4.3

FUTURE INDICATORS

Based on the survey results, workshop, RDN Board feedback and staff analysis, the following indicators have been identified as indicators to be considered for future use once data becomes readily available and / or more reliable.

FUTURE INDICATORS		TARGETS
Goal 1: Prepare for Climate Change and Reduce Energy Consumption		
1	Development and Infrastructure in vulnerable areas	Reduce the amount (ha/value) of development and infrastructure in vulnerable areas
Goal 2: Protect the Environment		
2	Total water consumption (including residential, commercial and agricultural use from community systems and private wells)	Reduce total water consumption
3	Average per capita water consumption (daily residential) <i>*Anticipated that data may be available for all water providers (including Improvement Districts) in early 2015. Until then partial data for RDN and municipal providers will be reported.</i>	Reduce average per capita water consumption
Goal 10: Provide Services Efficiently		
4	Per capita length of water and sewer lines (length of sewer and water mains per person)	Decrease the per capita length of water and sewer lines
Goal 11: Enhance Cooperation Among Jurisdictions		
5	Staff will continue to explore options for a suitable indicator	

5 CONCLUSIONS AND NEXT STEPS

5.1 CONCLUSIONS

The results of the online survey confirms that the majority of community members who participated think that the RDN is generally on the right track to measuring progress towards the RGS goals. This includes support for the number and type of indicators and targets proposed to monitor progress. Based on feedback from the online survey, municipal partners, and changes in data availability, several minor changes have been made to the draft list of indicators and targets. These changes and a rationale are provided in Appendix 3.

While the majority of the survey respondents felt the proposed targets were reasonable, those who disagreed expressed a desire to see more specific measurable targets set for those that are currently directional (generally improving outcomes without aiming for a specific measure over a period of time). In order for targets to be effective they must be challenging yet achievable, as well as publicly and politically acceptable. The specific measurable targets proposed in this document are based on either Provincial targets or internal ones endorsed by the RDN Board through the strategic plans of different RDN departments.

It is recommended that the RDN Board first consider the initial results of monitoring the core indicators in the first year or two to establish a baseline prior to considering whether or not it is appropriate to have more specific measurable targets for different indicators. This is particularly important given that there are typically resource implications for specific targets to be achieved within an established time frame.

Two specific areas where more work is needed are developing core indicators and targets that measure Climate Change Adaptation (Goal 1) and Cooperation Among Jurisdictions (Goal 11).

Community feedback shows a desire for timely updates on information (semi-annually to annually and as information is available). There is a stronger preference for electronic communication through e-mail and web based information compared to traditional meetings and newer forms of social media. While the older demographic of the majority of respondents likely influence this, it does provide valuable insight for how the RDN is best able to use resources to effectively engage community members of different ages. The majority of those providing feedback are comfortable and prefer using electronic and web-based forms of civic engagement over face to face meetings.

5.2 NEXT STEPS

Based on the outcome of Stage 3, the following steps are recommended following the finalization of a list of indicators and targets to use for monitoring progress towards the RGS goals.

1. **Initiate a monitoring program** - Following adoption by the RDN board, initiate a monitoring program to gather information based on the recommended list of indicators and targets.
2. **Develop a web based reporting system** – This will make the monitoring information collected accessible and will allow community members to receive timely information on indicators and progress towards targets.
3. **Continue to explore suitable indicators and targets** - for Climate Change Adaptation (Goal 1) and Cooperation Among Jurisdictions (Goal 11).
4. **Develop more measurable targets** - Once a baseline has been established and data collected in the first year of monitoring indicators, set more specific measurable targets and align resources to achieve them.

APPENDIX 1 – PROPOSED CHANGES TO DRAFT INDICATORS AND TARGETS BASED ON SURVEY RESULTS

The tables below show proposed changes to the July 22, 2014, RDN Board approved draft indicators and targets based on feedback from the survey participants.

A PROPOSED CHANGES TO DRAFT INDICATORS AND TARGETS BASED ON SURVEY FEEDBACK

	RECOMMENDED INDICATORS	RECOMMENDED TARGETS	Changes to July 22, 2014 Draft Indicators & Targets
	Goal 1: Prepare for Climate Change and Reduce Energy Consumption		
1	Total community GHG emissions	Reduce GHG emissions 33% below 2007 levels by 2020 and 80% by 2050	No change proposed
2	Per capita <u>Non-Renewable</u> energy use	Reduce per capita <u>Non-Renewable</u> energy use (% or #)	Yes – Text clarification in title to reflect what the indicator is measuring
3	Total community energy use	Reduce total community energy use (% or #)	No change proposed
	Goal 2: Protect the Environment		
4	Total water consumption (residential and commercial)	Reduce average residential <u>and Commercial</u> water use by 33% between 2004 and 2018	Yes – Text clarification to have target title match indicator
5	<u>Surface water quality (Community Watershed Monitoring)</u> <ul style="list-style-type: none"> • <u>Temperature</u> • <u>Dissolved Oxygen</u> • <u>Turbidity</u> 	Improve surface water quality	Yes – Indicator moved from “Supporting” and “Future” lists as data will now be consistently available for 10 rivers in the RDN.
6	Amount of land in protected areas	Increase the amount of land in protected areas (Ha)	No change proposed
	Goal 3: Coordinate Land Use and Mobility		
7	Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities	Increase the number of households living within close proximity to places to work, play, learn and shop	No change proposed
8	Per capita transit use	Increase per capita transit use	No change proposed – however recommend including “Supporting Indicators” that address trips by mode of

	RECOMMENDED INDICATORS	RECOMMENDED TARGETS	Changes to July 22, 2014 Draft Indicators & Targets
			transportation including walking, cycling as well as transit.
	Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres		
9	Density of Population inside <u>and outside</u> the GCB	Increase the proportion of the population living within the GCB (%)	Yes – Text clarification to have target title match indicator
10	Diversity of land use (ratio) inside the GCB	Increase land use diversity inside the GCB	No change proposed
11	Density of dwelling units inside <u>and outside</u> the GCB * Note GCB changes over time	Increase the proportion density of the population living <u>dwellings units</u> within the GCB (%)	Yes – Text clarification to have target title match indicator
	Goal 5: Enhance Rural Integrity		
12	The number of new lots / units created through subdivision inside and outside the GCB	Increase the portion of development inside the Growth Containment Boundary	No change proposed
13	Number of parcels with Farm Status	Increase the number of parcels with Farm Status	No change proposed
14	The amount of land classified as Private Managed Forest Land (PMFL)	Increase the amount of land available for natural resource uses (farming, forestry, outdoor recreation)	No change proposed
	Goal 6: Facilitate the Provision of Affordable Housing		
15	The total number of rental units affordable to households with income below 50% of the median income for the region	Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable housing) (% or #)	No change proposed
16	The portion of units in each housing type inside the GCB (Diversity of housing types in the GCB)	Increase the portion of non-Single Family Dwellings inside the GCB (% or #; could have different targets for Urban Areas and Rural Village Centres)	No change proposed
	Goal 7: Enhance Economic Resiliency		
17	[Unemployment] Employment Rate and Labour Participation Rate	<ul style="list-style-type: none"> • Maintain an unemployment rate of between 3-6% • Increase the Labour Force Participation Rate 	No change proposed

	RECOMMENDED INDICATORS	RECOMMENDED TARGETS	Changes to July 22, 2014 Draft Indicators & Targets
	Goal 8: Enhance Food Security		
	Number of parcels with Farm Status (Same as Goal 5)	Increase the number of parcels with Farm Status	No change proposed – Note ALR Indicator under “Supporting Statistics”
	Goal 9: Celebrate Pride of Place		
18	The amount of <u>publically owned</u> land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks, etc.) Similar to Goal 2	Increase the amount of <u>publically owned</u> land for parks and recreational facilities	Yes – Text clarification to reflect data
19	Per capita length of <u>maintained public trails (including trails, paths, laneways)</u>	Increase per capita length of <u>maintained public</u> trails	Yes – Text clarification to reflect data
	Goal 10: Provide Services Efficiently		
20	Per capita waste disposal	Decrease the per capita amount of waste going to the landfill (amount of waste sent to the landfill per person) below 350kg/person *Note that this is an interim target pending the completion of the 2014 Solid Waste Management Plan	No change proposed
21	Per capita cost to provide water and sewer systems	Decrease per capita cost of water and sewer	No change proposed
22	Per capita length of roads (length of paved roads per person)	Decrease the per capita length of roads	No change proposed
	Goal 11: Enhance Cooperation Among Jurisdictions		
	See Future Indicators Table Staff will continue to explore options for a suitable indicator		Clear desire to find an indicator/s to measure progress towards this goal.

B PROPOSED CHANGES TO SUPPORTING STATISTICS BASED ON SURVEY FEEDBACK

The following changes are proposed to the draft list of 'Supporting Statistics' based on changes to data availability.


	SUPPORTING STATISTICS	CHANGES PROPOSED?
	Goal 2: Protect the Environment	
	Surface water quality (Community Watershed Monitoring)	Moved to core indicator list as data will be made consistently available for 10 Rivers in the RDN.
	<ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity 	
1	Groundwater levels	No change proposed
	Goal 3: Coordinate Land Use and Mobility	
2	Walkability score	No change proposed
3	<u>Trips by mode of transportation including walking, cycling as well as transit (see Core Indicators)</u>	New based on Survey Feedback
	Goal 5: Enhance Rural Integrity	
4	The amount of land in the Agricultural Land Reserve (ALR)	No change proposed
	Goal 6: Facilitate the Provision of Affordable Housing	
5	The portion of households paying 30% or less of household income on housing (renters vs. owners)	No change proposed
6	The number of households in core housing need	No change proposed
	Goal 7: Enhance Economic Resiliency	
7	Census five year unemployment data for all RDN municipalities and electoral areas	No change proposed
8	Commercial / industrial building permits (new / renovations)	No change proposed
9	Housing starts	No change proposed
10	Regional Gross Domestic Product (GDP)	No change proposed
	Goal 8: Enhance Food Security	
11	The total area of land in the RDN being used for commercial food production	No change proposed
12	The amount of land in the Agricultural Land Reserve (ALR) (same as for Goal 5 above)	No change proposed
13	Number of aquaculture leases and tenures	No change proposed
	Goal 9: Celebrate Pride of Place	
14	Known formal agreements allowing access to PMFL for recreation including trails	No change proposed

C PROPOSED CHANGES TO FUTURE INDICATORS BASED ON SURVEY FEEDBACK

Based on the survey no additional changes are proposed, workshop, Board feedback and staff analysis, the following indicators have been identified as indicators to be considered for future use once data becomes readily available and / or more reliable.

FUTURE INDICATORS		TARGETS	CHANGES PROPOSED?
Goal 1: Prepare for Climate Change and Reduce Energy Consumption			
1	Development and Infrastructure in vulnerable areas	Reduce the amount (ha/value) of development and infrastructure in vulnerable areas	No change proposed
Goal 2: Protect the Environment			
2	Total water consumption (including residential, commercial and agricultural use from community systems and private wells)	Reduce total water consumption	No change proposed
3	Average per capita water consumption (daily residential)	Reduce average per capita water consumption	No change proposed
	Surface water quality (Community Watershed Monitoring) <ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity 	Improve surface water quality	Moved to core indicator list as data will be made consistently available for 10 Rivers in the RDN.
Goal 10: Provide Services Efficiently			
4	Per capita length of water and sewer lines (length of sewer and water mains per person)	Decrease the per capita length of water and sewer lines	No change proposed
Goal 11: Enhance Cooperation Among Jurisdictions			
5	Staff will continue to explore options for a suitable indicator		No change proposed

APPENDIX 2 – SURVEY QUESTIONS



Survey on Measuring Progress

Go to: [Introduction](#) | [Level 1](#) | [Level 2](#) | [About You](#) | [Prize Draw Information](#)

Welcome

The Regional District of Nanaimo is asking your help to confirm that we are on the right track with our project to measure progress towards the goals of our Regional Growth Strategy.


If you are unfamiliar with the Regional Growth Strategy, you will certainly be familiar with its impacts. It guides regional planning and land use decisions that affect your daily life.

Your responses to this survey will help us:

1. Find the best ways of keeping you updated on progress.
2. Finalize a set of indicators and targets to measure progress towards Regional Growth Strategy goals.

This confidential survey has two levels, with prize draws for each level completed. Level 1 will take less than 2 minutes to complete. Level 2 is optional and allows for more detailed responses (10-15 minutes to complete). We encourage you to complete both levels.

Your time and interest in completing this survey is valued.
Thank you.



Joe Starnhope
Board Chair, Regional District of Nanaimo


Win Prizes!

All Survey Participants - Level 1 & 2

First 100 participants - FortisBC Expandable Face Cloth




Random draw for 10 RDN Transit Day Passes




Grand Prizes - Level 2 Participants Only

1 Month Unlimited Transit Pass



BC Hydro Home Energy Saving Kit



Prize Draw Rules: To be eligible for prizes, you must either live, work or go to school in the Regional District of Nanaimo (including Electoral Areas A, B, C, E, F, G and H, and the municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach). Please note that employees of the Regional District of Nanaimo and immediate family members are not eligible for prizes.



Survey on Measuring Progress

Go to: [Introduction](#) | [Level 1](#) | [Level 2](#) | [About You](#) | [Prize Draw Information](#)

Level 1 - Approx. 2 minutes

1. What types of information on progress do you want to receive?

- Addressing Climate Change and Reducing Energy
- Environmental Protection
- Growth Management
- Transportation
- Economic Resilience
- Efficiency of Regional Government Services
- Other, please specify...

2. In today's fast paced world we appreciate that your time is limited. How would you like to receive information on progress towards RGS Goals?

- Printed Newsletters
- Printed Reports
- Electronic Newsletters
- Electronic Reports
- Website
- Social Media (Facebook, Twitter, Instagram)
- Email
- Online webinars, videos, podcasts
- Face to Face Communication (presentations, discussions)
- Other, please specify...

3. How often would you like to get information on progress?

- Semi- Annual Updates
- Annual Updates
- As Information is available
- Every three years
- Other please specify

Thank you for completing Level 1

You are now eligible to win one of 100 FortisBC Compact Expandable Hand Towels and one of 10 Transit Day Passes.

Please continue to Level 2

To provide further comments and be entered to win a one month unlimited Transit Pass valued at approx \$70 or a BC Hydro Home Energy Saving Kit value approx \$120.

- Yes please - I'd like to continue to Level 2
- No thank you - I'd like to finish survey now

Back

Next



Survey on Measuring Progress

Go to: [Introduction](#) | [Level 1](#) | [Level 2](#) | [About You](#) | [Prize Draw Information](#)

Survey Level 2

Level 2 of this survey is your opportunity to comment on the draft set of indicators and targets. The estimated time for completing this level is 10-15 minutes.

Indicators are measures that help us understand how well we are doing in relation to our sustainability goals in the RGS (Click here for more information on Indicators).

Targets are a specific result we want to achieve over time in relation to our goals (Click here for more information on Targets).

Before you begin, please take a few minutes to review the draft list of indicators and targets (Click here for the draft list of indicators and targets). You may also wish to learn more about how this list was developed (Click here to find out more about this project to measure progress towards Regional Growth Strategy Goals).

If you have any questions or need help before completing this section then please contact Lisa Bhopalsingh or Paul Thompson. Phone: 250-390-6510 | Toll Free: 1-877-607-4111 | Email: growthmanagement@rdn.bc.ca

5. Do you think these draft indicators will generally tell us if we are reaching our goals? Please feel free to add further comments.

Yes

Type here

No

Type here

Not Sure/ Don't Know

Type here

6. We are measuring a set of 21 indicators. Do you think the number is...

About Right

Too Few

Too Many

Not Sure / Don't Know

7. In general, do you think the proposed targets are reasonable?

Yes

No

Not Sure/Don't Know

8. Using the space below please provide your comments on the draft list of indicators and targets. If you are commenting on a specific indicator or target please identify it using the same name and/or number we have used on the draft list (Click Here for the draft list of indicators and targets).

Type here



Survey on Measuring Progress

Go to: [Introduction](#) | [Level 1](#) | [Level 2](#) | [About You](#) | [Prize Draw Information](#)

About You....

Please note that all responses are anonymous and any information you provide is confidential and will not be shared or used by the RDN outside of the purposes of this project. Grand Prize winners will be asked if they are willing to have their names announced.

Age

Under 18

18-24

25-34

35-44

45-54

55-64

65 or Above

Prefer Not to Answer

Do you live in the Region? [Click Here to View Map](#)

Yes

No - I live outside the region

Type here

Where do you live in the Region? [Click Here to View Map](#)

- City of Nanaimo
- District of Lantzville
- City of Parksville
- Town of Qualicum Beach
- Electoral Area A: Cedar, South Wellington, Cassidy
- Electoral Area B: Gabriola, Decourcy and Mudge
- Electoral Area C: Extension, Nanaimo Lakes, East Wellington/Pleasant Valley
- Electoral Area E: Nanoose Bay
- Electoral Area F: Coombs, Hilliers, Errington
- Electoral Area G: French Creek, San Pareil, Dashwood, Englishman River
- Electoral Area H: Bowser, Qualicum Bay, Horne Lake, Spider Lake

How long have you lived in the Region (including all electoral areas, Nanaimo, Lantzville, Parksville and Qualicum)?

- Less than a year
- 1-5 yrs
- 5-9 yrs
- 10-19 yrs
- 20 yrs or more



Survey on Measuring Progress

Go to: [Introduction](#) | [Level 1](#) | [Level 2](#) | [About You](#) | [Prize Draw Information](#)

Win Prizes

All Survey Participants - Level 1 & 2

First 100 participants - FortisBC Expandable Face Cloth



Random draw for 10 RDN Transit Day Passes



Grand Prizes - Level 2 Participants Only

1 Month Unlimited Transit Pass



BC Hydro Home Energy Saving Kit



Prize Draw Rules: To be eligible for prizes, you must either live, work or go to school in the Regional District of Nanaimo (including Electoral Areas A, B, C, E, F, G and H, and the municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach). Please note that employees of the Regional District of Nanaimo and immediate family members are not eligible for prizes.

Yes please enter me in a draw for the prizes noted above.

Name

E-mail

Phone

Thank you!
Your responses are appreciated

We invite you to [sign up here](#) to receive more information on this project

APPENDIX 3 – PROMOTIONAL MATERIALS FOR SURVEY



REGIONAL DISTRICT OF NANAIMO

Regional Growth Strategy Measuring Progress Survey

The Regional District of Nanaimo is asking your help to confirm that we are on the right track with our **project to measure progress** towards the goals of our Regional Growth Strategy.

If you are unfamiliar with the Regional Growth Strategy, you will certainly be familiar with its impacts. It guides regional planning and land use decisions that affect your daily life.

Take Survey Now! ▶▶

Email: growthmanagement@rdn.bc.ca Phone: 250-390-6510 Toll Free: 1-877-607-4111

Win Prizes

Survey Closes October 16, 2014

Compact Face Cloth
Transit passes
Energy Saving Prizes

www.rdn.bc.ca/rgsmonitoring

QR code and social media icons (Twitter, Facebook)



Measuring Progress

Take our survey!

Win Energy Saving Prizes

Learn more...

www.rdn.bc.ca/rgsmonitoring

REGIONAL DISTRICT OF NANAIMO

APPENDIX 4 – DETAILED SURVEY RESULTS

Provided as a separate attachment. Please see the document titled “*Regional Growth Strategy Indicators and Targets, Appendix 4 – Survey Responses, December 31, 2014*”.

REGIONAL DISTRICT OF NANAIMO

Regional Growth Strategy Indicators & Targets

Measuring Progress
Take out survey!
Win
Energy Saving Prizes
Learn more...
www.rdn.bc.ca/regionline

Survey on Measuring Progress
Go to: Introduction | Level 1 | Level 2 | About You | Prize Draw Information
Level 1 - Approx. 2 minutes

1. What types of information on progress do you want to receive?

- Addressing Climate Change and Reducing Energy
- Environmental Protection
- Growth Management
- Transportation
- Economic Resilience
- Efficiency of Regional Government Services

Appendix 4 - Survey Responses
December 31, 2014

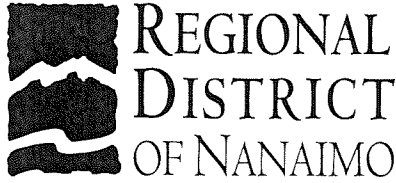
Attachment No. 3

List of Recommended Indicators and Targets

#	RECOMMENDED INDICATORS	RECOMMENDED TARGETS
	Goal 1: Prepare for Climate Change and Reduce Energy Consumption	
1	Total community GHG emissions	Reduce GHG emissions 33% below 2007 levels by 2020 and 80% by 2050
2	Per capita Non-Renewable energy use	Reduce per capita Non-Renewable energy use (% or #)
3	Total community energy use	Reduce total community energy use (% or #)
	Goal 2: Protect the Environment	
4	Total water consumption (residential and commercial)	Reduce average residential and commercial water use by 33% between 2004 and 2018
5	Surface water quality (Community Watershed Monitoring) <ul style="list-style-type: none"> • Temperature • Dissolved Oxygen • Turbidity 	Improve surface water quality
6	Amount of land in protected areas (Ha)	Increase the amount of land in protected areas (Ha)
	Goal 3: Coordinate Land Use and Mobility	
7	Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities	Increase the number of households living within close proximity to places to work, play, learn and shop
8	Per capita transit use	Increase per capita transit use
	Goal 4: Concentrate Housing & Jobs in Rural Village & Urban Growth Centres	
9	Population inside and outside the Growth Containment Boundary (GCB)	Increase the proportion of the population living within the GCB (%)
10	Diversity of land use (ratio) inside the GCB	Increase land use diversity inside the GCB
11	Density of dwelling units inside and outside the GCB <i>* Note GCB changes over time</i>	Increase the density of dwelling units within the GCB (%)

#	RECOMMENDED INDICATORS	RECOMMENDED TARGETS
	Goal 5: Enhance Rural Integrity	
12	The number of new lots/units created through subdivision inside and outside the GCB	Increase the portion of development inside the GCB
13	Number of parcels with Farm Status	Increase the number of parcels with Farm Status
14	The amount of land classified as Private Managed Forest Land (PMFL)	Increase the amount of land available for natural resource uses (farming, forestry, outdoor recreation)
	Goal 6: Facilitate the Provision of Affordable Housing	
15	The total number of rental units affordable to households with income below 50% of the median income for the region	Increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable housing) (% or #)
16	The portion of units in each housing type inside the GCB (Diversity of housing types in the GCB)	Increase the portion of non-Single Family Dwellings inside the GCB (% or #; could have different targets for Urban Areas and Rural Village Centres)
	Goal 7: Enhance Economic Resiliency	
17	[Unemployment] Employment Rate and Labour Participation Rate	<ul style="list-style-type: none"> • Maintain an unemployment rate of between 3-6% • Increase the Labour Force Participation Rate
	Goal 8: Enhance Food Security	
	Number of parcels with Farm Status (Same as Goal 5)	Increase the number of parcels with Farm Status
	Goal 9: Celebrate Pride of Place	
18	The amount of publically owned land designated for parks and community use (including land in protected areas, community use parks, and recreational facilities such as pools, ice rinks, etc.) Similar to Goal 2	Increase the amount of publically owned land for parks and recreational facilities
19	Per capita length of maintained public trails (including trails, paths, laneways)	Increase per capita length of maintained public trails

#	RECOMMENDED INDICATORS	RECOMMENDED TARGETS
	Goal 10: Provide Services Efficiently	
20	Per capita waste disposal	Decrease the per capita amount of waste going to the landfill (amount of waste sent to the landfill per person) below 350kg/person *Note that this is an interim target pending the completion of the 2014 Solid Waste Management Plan
21	Per capita cost to provide water and sewer systems	Decrease per capita cost of water and sewer
22	Per capita length of roads (length of paved roads per person)	Decrease the per capita length of roads
	Goal 11: Enhance Cooperation Among Jurisdictions	
	See Future Indicators Table	
	Staff will continue to explore options for a suitable indicator	



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW	✓	
JAN 05 2015		
RHD		
BOARD		

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: January 5, 2015

FROM: M. Manhas
Senior Accountant

FILE:

SUBJECT: Bylaw No. 1721– A Bylaw to authorize preparation of 2015 Parcel Tax Rolls

PURPOSE:

To introduce for three readings and adoption “2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015”.

BACKGROUND:

Section 806.1(2) of the *Local Government Act* requires that the Board adopt a bylaw to provide for the preparation of assessment rolls in order to levy parcel taxes. The “2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015” introduced with this report identifies thirty two services for which parcel taxes form a part of the annual revenues.

When a parcel tax is to be imposed for the first time (ie either a new service or new parcel due to subdivision), a parcel tax review panel must be established to consider any concerns respecting the parcel tax roll. The types of corrections which can be addressed by the review panel include updating an owner’s name and address, considering whether a parcel is correctly included or excluded from the service and considering whether an exemption has been properly or improperly allowed. For the most part, owners simply call the Regional District office to provide corrective information and/or staff establish whether a property should be on the roll or not by reference to the establishing bylaw. In the last three years there have been no personal attendances at the review panel.

The review panel consists of 3 people, which may be any combination of staff and Board members. A tentative date for the review panel would be Wednesday, February 25, 2015 between 4:30 pm and 5:30 pm in the Regional District Committee Room. Section 806.1(2)(b) of the *Local Government Act* requires that the authenticated parcel tax rolls be forwarded to the Surveyor of Taxes before February 28th, however, the Surveyor of Taxes office controls the time the rolls are received by our offices and therefore the dates outlined in this report may be amended slightly to ensure sufficient notice to property owners and Board appointed panel members.

ALTERNATIVES:

There are no alternatives to this process.

FINANCIAL IMPLICATIONS:


Advertising and mailing costs are provided in the 2015 budget for this purpose.

SUMMARY/CONCLUSIONS:


Pursuant to the *Local Government Act* this report introduces a bylaw which will provide for the preparation of parcel tax rolls for 2015. The parcel tax review panel will meet tentatively on Wednesday, February 25, 2015 between 4:30 and 5:30 pm to hear any concerns regarding information contained in the parcel tax rolls.

RECOMMENDATION:

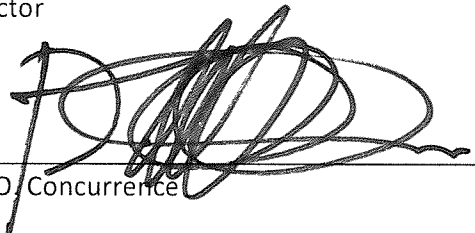
1. That the "2015 Parcel Tax Assessment Roll Bylaw No. 1721 2015", be introduced and read three times.
2. That the "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015" be adopted.
3. That the Board appoint the Chairperson, the Manager, Administrative Services and the Director of Finance to preside as the 2015 parcel tax review panel.



Report Writer



Director



C.A.O. Concurrance

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1721

A BYLAW TO PROVIDE FOR THE PREPARATION OF
PARCEL TAX ROLLS FOR THE YEAR 2015

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to Section 806.1(2)(a) of the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 806.1(2);

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2015 are to be prepared for the following services:

Sewer:

French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Hawthorne Rise Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1686, 2013
Reid Road Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1707, 2014

Water:

Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Whiskey Creek Water Services	Establishing Bylaw No. 1605, 2010
San Pareil Water System (Fire Protection Improvements) Service	Establishing Bylaw No. 1646, 2013
Westurne Heights Water Service	Establishing Bylaw No. 1718, 2015 (Board approval pending)

Other:

Regional Parks	Establishing Bylaw No. 1231, 2001
Cassidy Waterloo Fire Protection Service Area	Establishing Bylaw No. 1388, 2004
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Northern Community Economic Development Service	Establishing Bylaw No. 1649, 2011

2. The bylaws referred to in (1) above include any subsequent amendments.

3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.
4. Parcel taxes for Regional Parks, Cassidy Waterloo Fire Protection, Drinking Water & Watershed Protection, Northern Community Economic Development and Crime Prevention & Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only.
5. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
6. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
7. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:
 - Parcel of land less than or equal to .2 ha = 1
 - Parcel of land greater than .2 ha up to 1 ha = 2
 - Parcel of land greater than 1 ha up to 3 ha = 3
 - Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) and (4) above shall not be levied on folios with the following characteristics:
 - i) water, including but not limited to foreshore leases
 - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. It is the responsibility of taxpayers with properties described under Section 8 to notify the Regional District in order to note those properties as exempt from the particular parcel taxes otherwise applicable.
10. This bylaw may be cited as "2015 Parcel Tax Assessment Roll Bylaw No. 1721, 2015".

Introduced and read three times this _____ day of _____, 2015.

Adopted this _____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		[Signature]
CAO APPROVAL		
EAP		
COW	✓	
JAN 05 2015		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: January 2, 2015

FROM: Wendy Idema, Director of Finance
Randy Alexander, General Manager, Regional & Community Utilities

FILE: 1855-03

SUBJECT: New Building Canada Fund – Small Communities Fund

PURPOSE:

To bring forward candidate projects for submission for funding under the New Building Canada Fund – Small Community Fund (NBCF-SCF).

BACKGROUND:

The NBCF-SCF supports infrastructure projects in communities with a population of less than 100,000 people. The federal and provincial governments are each contributing up to \$109 million over the next 10 years towards the program. A “Provincial Program Guide” detailing the program is available at: www.gov.bc.ca/smallcommunitiesfund.

The deadline for submission of the first intake of the Canada-British Columbia NBCF-SCF is February 18, 2015. Applications must be accompanied by a Board resolution. For this intake municipalities may submit only **one** application for funding and regional districts may submit only **one** application per community within their jurisdiction. A community is defined in the Provincial Program Guide as “a settlement area within a regional district electoral area or an established or proposed service area”.

The program offers funding up to a maximum of 2/3 of the total eligible project costs, 1/3 by the Government of Canada, and 1/3 by the Province of British Columbia. The maximum 1/3 funding includes contributions from all sources of federal and provincial funding.

Eligible project categories for the 2014/15 intake are grouped by the responsible Ministry:

Ministry of Community, Sport and Cultural Development: Drinking Water; Wastewater (includes Storm Water); Green Energy; Solid Waste Management.

Ministry of Transportation and Infrastructure: Highway & Major Roads; Public Transit; Brownfield Redevelopment; Connectivity and Broadband; Local & Regional Airports; Disaster Mitigation; Innovations; Shortline Rail; Short Sea Shipping.

Project applications will be evaluated based on how well the project meets the program objectives of economic growth; a cleaner environment; and, stronger communities. It is expected that the number of qualified projects across BC and Canada will exceed the available funds.

Projects are not eligible if the tender has been awarded or construction has already begun or is completed prior to approval, or if the project will be completed after March 31, 2023.

Examples of eligible costs include: the capital costs of acquiring, constructing or renovating a tangible asset including, planning, design, engineering, environmental reviews, consultation.

Examples of ineligible costs include: costs related to purchasing land, buildings and associated real estate; financing charges and interest payments on loans; leasing land, buildings and equipment; services and operational expenses normally incurred; legal fees.

The Provincial Program Guide identifies in detail the required criteria, category specific criteria, and outcomes and benefits that must be addressed in the application. These include, but are not limited to: eligible applicants; consideration of climate/disaster risks; energy efficiency; consultation; meeting regulatory standards; sustainability and asset management; reducing social, economic and environmental risks.

Applications for NBCF-SCF funding from improvement districts or water utilities must be made by the local government in which the project is located. Ownership of the infrastructure and associated assets would need to be transferred to the sponsoring local government in order to obtain funding.

In addition to NBCF-SCF, applications for funding under the Federal Gas Tax Fund - Strategic Priorities Fund (SPF) program are currently being accepted until April 15, 2015. The SPF provides the opportunity for local governments outside the Greater Vancouver Regional District to receive funding for projects that are larger in scale, regional in impact, or innovative. Regional District of Nanaimo (RDN) staff will bring forward a separate report regarding potential applications under the SPF. Details on eligibility and eligible project categories are included in the Program Guidelines available at: <http://www.ubcm.ca/EN/main/funding/renewed-gas-tax-agreement/strategic-priorities-fund.html>.

ALTERNATIVES:

1. The Board support application under the NBCF-SCF for the identified projects.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS:

Funding of infrastructure projects under the NBCF-SCF has the potential to reduce the tax burden associated with those projects. Funding under the NBCF-SCF is limited, and is expected to primarily benefit smaller capital projects. It is anticipated that opportunities for significant funding of larger capital projects will more closely align with the SPF program.

Staff have identified the following existing projects as possible projects for submission to the NBCF-SCF.

Greater Nanaimo Pollution Control Centre Upgrades (2014-2018): \$79.6 million

The Greater Nanaimo Pollution Control Centre provides primary wastewater treatment to the Nanaimo and Lantzville area. The plant must be upgraded to secondary treatment levels to meet higher treatment standards imposed by federal and provincial governments.

- Marine Outfall Replacement (2014-2016): \$15 million
- Secondary Treatment Upgrade (2014-2018): \$62 million
- Centrifuge and Polymer System (2017): \$1.4 million
- Digester 2 Repairs (2015-2016): \$0.7 million
- Departure Bay Pump Station Upgrade (2014-2015): \$0.5 million

Discussion: The Marine outfall project is expected to be underway prior to award of NBCF-SCF funds, and therefore not eligible. SPF funds are targeted to smaller projects, the Centrifuge/Polymer project most closely aligns with funding criteria.

Departure Bay Force-main Replacement and Expansion (2023): \$20 million

The Departure Bay Forcemain is a 3 km long 36" steel pipe that carries wastewater to the Greater Nanaimo Pollution Control Centre. The pipe, installed in 1973 is reaching end of life, and requires replacement.

Discussion: Size and timing of completion of this project are poorly suited to NBCF-SCF funding.

French Creek Pollution Control Centre (2015-2018): \$36.3 million

The French Creek Pollution Control Centre, provides secondary level wastewater treatment to the Parksville, French Creek and Qualicum Beach areas. Capacity expansion is required due to growth.

- Plant Expansion (2016-2018): \$32 million
- Interceptor/Pumpstation Expansion: \$3.5 million
- Trickling Filter Roof Replacement (2015): \$0.8 million

Discussion: Size and timing of completion of the Interceptor/Pumpstation project are best suited to NBCF-SCF funding.

Nanoose Bay Pollution Control Centre Upgrade to Secondary Treatment (2020-2023): \$4.1 million

The Nanoose Bay Pollution Control Centre provides primary level sewage treatment to the Nanoose Bay sewer service area. The plant must be upgraded to meet higher treatment standards imposed by federal and provincial governments.

Discussion: Only one project may be submitted per service area. An application for ERWS funding under NBCF-SCF has been jointly submitted by Parksville and RDN.

Englishman River Water Service (2015-2016): \$10 million (RDN Share)

The Englishman River Water Service is a joint venture between the City of Parksville and the RDN to provide drinking water to Parksville and Nanoose Bay service areas. The RDN's share of the project is \$10 million. A major component of the project is implementing higher treatment standards imposed by the Provincial Health Authority.

Discussion: An application for ERWS funding under NBCF-SCF has been jointly submitted by Parksville and RDN.

Nanoose Bay Water Service Capital Projects (2015-2031): **\$10 million**

RDN provides water services to the Nanoose Bay service area. Capital upgrades and improvements are required over the next 15 years to maintain existing services, and provide for growth.

Discussion: Only one project may be submitted per service area. An application for ERWS funding under NBCF-SCF has been jointly submitted by Parksville and RDN.

San Pareil Water Treatment Upgrades (2016): **\$1.2 million**

RDN provides water service to the San Pareil subdivision in Electoral Area G. The level of treatment must be upgraded to meet higher standards imposed by provincial health authorities.

Discussion: This project qualifies for funding under the NBCF-SCF.

Whiskey Creek Water Treatment Upgrades (2015-2016): **\$1.2 million**

RDN provides water service to the Whiskey Creek subdivision in Electoral Area F. The level of treatment must be upgraded to meet higher standards imposed by provincial health authorities.

Discussion: This project qualifies for funding under the NBCF-SCF.

Rural Broadband Connectivity – EA H

Discussions are currently underway regarding the feasibility of development of broadband infrastructure for the Spider Lake area in EA H. This infrastructure/technology would be used as a component of the OCP review as economic development, community resiliency and Sustainability of rural area.

Discussion: This work is in the initial stages only and would likely be part of the next round of applications.

Fire Hall Seismic Upgrades

There are a number of fire halls in the RDN that require replacement or seismic upgrading. The disaster mitigation component of the NBCF-SCF may include seismic upgrading funding.

Discussion: Staff are in discussion with Ministry staff to establish applicability of the NBCF-SCF fund to seismic upgrading and will work with the fire departments to identify potential applicants should the Ministry approve eligibility.

STRATEGIC PLAN IMPLICATIONS:

The RDN's 2013-2015 Strategic Plan includes many goals related to the improvement of infrastructure in the RDN within all service areas. As well it clearly identifies balancing the RDN's vision for the region and pursuit of innovation with fiscal responsibility including support to seek out provincial and federal grant funding for infrastructure projects.

SUMMARY/CONCLUSIONS:

The New Building Canada Fund – Small Communities Fund (NBCF-SCF) supports infrastructure projects in communities with a population of less than 100,000 people. A “Provincial Program Guide” detailing the program is available at: www.gov.bc.ca/smallcommunitiesfund.

The deadline for submission of the first intake of the Canada-British Columbia NBCF-SCF is February 18, 2015. Applications must be accompanied by a Board resolution. For this intake municipalities may submit only **one** application for funding and regional districts may submit only **one** application per community/service area within their jurisdiction.

The program offers funding up to a maximum of 2/3 of the total eligible project costs, 1/3 by the Government of Canada, and 1/3 by the Province of British Columbia. The maximum 1/3 funding includes contributions from all sources of federal and provincial funding.

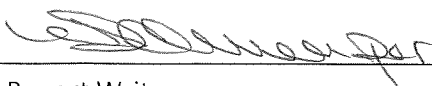
Eligible project categories for the 2014/15 intake are: Drinking Water; Wastewater (includes Storm Water); Green Energy; Solid Waste Management; Highway & Major Roads; Public Transit; Brownfield Redevelopment; Connectivity and Broadband; Local & Regional Airports; Disaster Mitigation; Innovations; Shortline Rail; Short Sea Shipping.

Funding of infrastructure projects under the NBCF-SCF has the potential to reduce the tax burden associated with those projects. Funding under the NBCF-SCF is limited, and is expected to primarily benefit smaller capital projects. It is anticipated that opportunities for significant funding of larger capital projects will more closely align with the Federal Gas Tax Fund - Strategic Priorities Fund (SPF) program. Recommendations regarding the SPF program will be brought forward at a future Board meeting.


Staff have identified several potential projects for submission to the NBCF-SCF.

RECOMMENDATION:

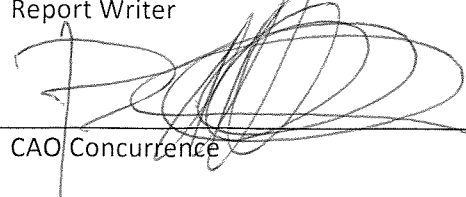
1. That the Board endorse the following project list for possible applications to the New Building Canada Fund – Small Communities Fund (NBCF-SCF) for the February 18, 2015 application intake.
 - Greater Nanaimo Pollution Control Centre – Centrifuge and Polymer System \$1.4 million
 - French Creek Pollution Control Centre – Interceptor/Pumpstation Expansion \$3.5 million
 - San Pareil Water System – Treatment Upgrades \$1.2 million
 - Whiskey Creek Water System – Treatment Upgrades \$1.2 million
2. That staff be directed to pursue discussions with Province of BC representatives regarding the applicability of these projects and to further refine the list based on those discussions to meet the funding criteria.



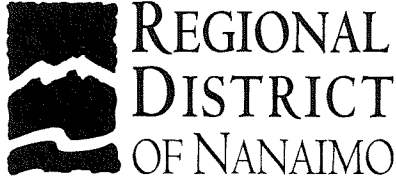
Report Writer



Report Writer



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BOARD	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: January 2, 2015

FROM: Wendy Idema
Director of Finance

SUBJECT: 2015 Proposed Budget Overview

PURPOSE:

To provide background information and obtain direction on the proposed 2015 budget.

BUDGET OVERVIEW:

Local governments are required to prepare five year budget forecasts. These financial plans are intended to guide the development of annual operating budgets. The 2015 to 2019 financial plan which will be presented over the course of the next few months reflects refinements to the forecasts which were adopted in March of 2014.

The Regional District of Nanaimo provides and manages a large number of public services including water, sewer collection and treatment, solid waste collection and disposal, public transit, and recreation facilities and services. The primary focus for Regional District budgets is to demonstrate fiscal responsibility within the context of maintaining the service infrastructure, ensuring public health and safety as well as making progress toward achievement of our strategic plan goals.

The Regional District was incorporated in 1967 and is now 47 years old. Many Regional District facilities are 35 to 40 years old resulting in mechanical and electrical equipment which is at the mid-point or later in its useful life. Annual costs have generally increased over the last several years in order to maintain and extend those useful lives, to implement provincial and federally required standards for water and wastewater treatment and to implement more energy efficient processes.

The remainder of this report will refer to pages in the Director’s budget binders and appendices provided in a separate handout.

Year over Year Change

There are now 103 different services which form the Regional District’s budget, 33 of those services are shared among multiple member jurisdictions. Examples of multi-jurisdiction regional services are Wastewater Management, Solid Waste Management, Electoral Area Planning, Regional Growth Strategy, Recreation and Parks Services, and Transit.

Seventy services are paid for by a single member jurisdiction. Single member jurisdiction services include Utility Services, Animal and Noise Control Bylaws, Community Parks, and certain Recreation Services.

The following table illustrates the consistency of the 2015 proposed budget with the previous plan – items shown in brackets are comparative values from 2014. The 2015 proposed budget is consistent with the previous forecast, which reflects the impacts of planned capital upgrades, the predictability of operating expenditures to some degree (e.g. contracted agreements with suppliers) as well as the general accuracy of staff in forecasting year over year changes. The services with higher than forecast increases are generally a result of specific new capital or service improvements.

Number of Services (Operational budgets)	Same as forecast	Lower than forecast	Higher than forecast	Consistency with previous plan (Same as or Lower than)
33 Multi-participant Services	20	6	7	76% (85%)
70 Single participant Services	45	12	13	81% (96%)
Total 103	65	18	20	80% (92%)

The consolidated summary of the Regional District’s 2015 budget (Appendix A / Binder Pg. 5), projects \$121.5 million in expenditures in 2015, an increase of 11.4% from 2014. The primary change is a \$9.4 million increase in capital expenditures. Currently the budget includes new projects anticipated in 2015, as well as known carry forwards from 2014. The value of capital expenditures will be revised once 2014 year-end results are known and final costs for carry forward projects are included in 2015 expenditures.

Approximately \$65 million or 54% (2014 = 56%) of the 2015 expenditures are applied to operating costs, 8% of the budget goes toward existing long term debt, 5% will be contributed to various capital reserves, 5% will be transferred to other organizations under agreements and the remaining 28% is allocated to capital projects in 2015 (water/wastewater/solid waste infrastructure, building upgrades, equipment and vehicles).

The total revenues (excluding prior year surpluses) are \$119 million versus \$104 million in 2014. The majority of the increase is due to higher transfers from Development Cost Charge and general reserves to fund capital projects in 2015. Operating revenues are lower than 2014 by over \$700,000 largely due to decreased commercial tipping fees at the Cedar Landfill.

The 2014 to 2018 financial plan forecast for property tax revenues in 2015 was \$44.7 million. The current 2015 estimate is for \$45.2 million (7.2%) with the increase from prior year estimates being largely driven by the addition to the Grants-in-Aid requisition of \$404,500 for the transfer to the Island Corridor Foundation, as well as some specific increases in single participant services for fire and utilities.

Year over Year Changes (Appendix B/Binder Pg. 1)

The year over year change has been summarized into three categories:

- New/Changed Service Levels;
- Changes from Other Jurisdictions;
- Changes for Existing Services.

New/Changed Service Levels – 4.6% (Appendix D1 / Binder Pg. 14)

Transportation Services	\$ 310,000	\$165,000 for downtown exchange + other capital, \$145,00 service expansion
Southern Community Wastewater	345,000	Secondary treatment / marine outfall, other new capital
Northern Community Wastewater	190,000	Additional capital projects and maintenance of reserve fund transfers for 2019 expansion
Regional & Community Parks	139,000	E&N Trail + local trail and other capital projects + additional maintenance costs at new park facilities
Drinking Water/Watershed Protection	19,760	Increase from municipal participation/changed rates
Grants in Aid	409,500	Remainder of ICF transfer, offset by Strategic Community Investment Funds grant + Witness Blanket tour support \$5,500
Northern and Southern Community Recreation, Ravensong Pool, Oceanside Arena	35,600	2015 usage survey expense for requisition allocation
Electoral Areas/Legislative Services	73,000	Impact of director remuneration changes
Various other changes	78,500	First Nations Liaison, Area B Green's Landing Study, Gabriola Island Recreation increase, Lighthouse Country Marine Rescue Society Grant, Duke Point Wastewater, Northern Community Justice Grant
Total for New/Changed Service Levels	\$1,600,360	

Other Jurisdictions - 0.3% (Appendix D2 / Binder Pg.15)

While not a large change relative to overall tax revenues, the amount for Other Jurisdictions is an increase of \$87,660 based on preliminary estimates. The Vancouver Island Regional Library levy (4.1% increase) includes impacts related to their long-term facilities and operations plans.

Existing Services – 2.3% (Appendix D3 / Binder Pg.16)

The cumulative property tax change year over year for Existing Services is \$803,650 or 2.3%. Much of this change is related to impacts of reduced carry forward surplus estimates from 2014, declining commercial tipping fee revenues for the Solid Waste function (\$100,000), as well as the impact of hydro rate increases (\$58,000), and the impact of potential wage settlements (\$425,000), and operating cost increases in areas such as transit, regional parks, recreation facilities and wastewater treatment.

Summary of Tax Revenues/Municipal Participation Agreements (Appendices C1 to C3 / Binder Pgs. 2-4)

These pages list each individual service outlining the proposed 2015 requisition and summarizing the change from 2014.

BUDGET SPECIFICS:

Corporate Services (Appendices E1 to E7 / Binder Pgs. 44-64)

Corporate Administration (Appendix E1-E4 / Binder Pgs. 45-56)

Carrying out the administrative and legislative work of the Regional District, this department includes the Chief Administrative Officer, Legislative Services, Human Resources, Financial Services, Information Technology & GIS Services, and Energy & Sustainability. Corporate Administration is funded in part by a tax requisition \$921,710 (2014: \$840,745) for the Legislative Services component of the work and by recoveries from other services \$4 million to fund the other service areas. Total expenditures in these services are \$5.9 million.

The Grants in Aid portion of the requisition (Appendix E5 / Binder Pg. 58) is currently \$474,470, an increase of \$395,900 over 2014. The increase relates to the addition of the remainder of the Island Corridor Foundation (ICF) grant funding approved at the November 27, 2012 Board Meeting, conditional on ICF obtaining an agreement with VIA Rail to re-establish passenger service on Vancouver Island.

Electoral Areas Administration/Building Policy & Advice (Appendix E6 / Binder Pg. 57)

This budget provides funds for Electoral Area Director allowances, local government elections, Electoral Area Director attendance at annual conferences, Electoral Area newsletters and the costs of administering building policy, information and advice services in the Electoral Areas. The total requisition is \$410,495 (2014: \$383,125) and there is a contribution from the District of Lantzville under contract for the Building Policy & Advice component of this budget at \$18,450. As well \$153,000 will be transferred from Building Inspection net revenues to the Building Policy & Advice Service.

Fire Departments (Appendix E7 / Binder Pgs. 69-80)

The Regional District administers and funds 11 local fire protection services through both municipal service contracts and contracts with volunteer fire societies. Tax requisitions for the fire services are proposed to decrease/increase at a range of -11.7% (Cassidy Waterloo Service) to +26.7% (Errington Volunteer Fire Service) depending on the area. All of the Societies are facing the challenges of aging infrastructure, administrative costs and volunteer retention which have an impact on training and equipment costs. In an effort to retain volunteers, fire departments have steadily increased per diem rates for attending practices and fires.

Strategic and Community Development (Appendices F1 to G1 / Binder Pgs. 81-112)

Strategic and Community Development includes the Current & Long Range Planning Service, the Regional Growth Strategy, Energy & Sustainability, Northern & Southern Economic Development Services, Building Inspection & Bylaw Enforcement Service, Emergency Planning and the Search & Rescue Services. Requisition increases are as per the 2014-2018 plan and budget details and business plans are included in Appendices F1 to F7.

Building Inspection Services

Building permitting and inspection services are fully funded by permit revenues and there is no tax requisition. Permit revenues for 2015 are forecast at \$986,000, an increase of 0.5% over the 2014 budget. Actual 2014 revenues = \$1 million @ November 30 which exceeds the \$981,000 budget with an estimated 730 permits (2013: 610 permits) and \$80 million in construction values.

The RDN also funds land and marine search and rescue groups in District 68 for approximately \$41,300 per year including paying lease costs for space used by the Nanaimo Search & Rescue Society.

Bylaw Enforcement (Appendices G1 / Binder Pgs. 97-108)

Bylaw Enforcement staff costs are recovered through allocations to other budgets including Noise Control (A,B,C,E,G, Lantzville), Animal Control (All Electoral Areas), Hazardous and Unsightly Premises (A,B,C,E,G,H and Lantzville), Planning, Building Inspection, and Parks. The District of Lantzville receives bylaw enforcement services under contract with the RDN and contributes \$7,700 to this budget which has total expenditures across all services of \$553,600.

Recreation and Parks Services (Appendices H1 to H9 / Binder Pgs. 114-152)

Recreation & Parks Services includes the Ravensong Aquatic Centre, Oceanside Place Arena, Northern Community Recreation, Regional Parks Capital & Operations Services as well as a number of single participant services such as Electoral Area Community Parks, EA A Recreation, Gabriola Recreation and the Southern Community Recreation agreements.

Recreation Services (Appendices H2-H4 / Binder Pgs. 116-126)

The requisitions under the recreation services are lower than or as forecast with a wide range of increases dependent on the capital program for the service.

The two operating facilities (Oceanside Place and Ravensong Aquatic Centre) require a significant financial commitment for debt servicing, maintenance and capital renewal, and operate very close to budget. Debt payments for Ravensong Aquatic Centre construction and upgrades will be completed in 2016 while Oceanside Place debt servicing carries on through 2023.

Northern Community Recreation includes transfers to the Arrowsmith Community Enhancement Society (\$68,875) for their programs, and to Qualicum Beach and Parksville (\$262,025 = 2015 estimate) for sports field maintenance. This service includes \$62,500 for recreation grants to external organizations.

The \$1,100,000 requisition (2014: \$1,077,000) for Southern Community Recreation is largely made up of a \$1,040,000 transfer to Nanaimo for facilities and sports fields from Lantzville and Electoral Areas A, B & C based on an average of usage surveys performed every five years. A new survey will be completed in 2015.

Regional Parks Operating and Capital (Appendix H7 / Binder Pgs. 132-136)

The operating budget related to Regional Parks tax requisition increase at 8% is higher than forecast largely due to costs not funded by the Gas Tax program for completion of the French Creek to Coombs portion of the E&N Trail and for the Fairwinds Management Plan. The requisition for the capital component of the budget is funded by a \$13.00 per property parcel tax. In 2015 capital funds are being

allocated to a variety of projects such as Benson Creek Falls stairs, Moorecroft Park building upgrades, Little Qualicum Bridge, Rathrevor Link and the Morden Colliery Trail.

Electoral Area A & B Recreation Services (Appendices H5-H6 / Binder Pgs. 128-131)

Both requisitions reflect directions provided by the individual Electoral Areas.

Community Parks (Appendices H8 to H9 / Binder Pgs. 138-146)

All requisitions reflect recommendations and priorities provided to staff and the Regional Board through Parks & Open Space Advisory Committees. Overall Community Parks requisitions increase at 8.7% which is higher than forecast as a result of specific capital and maintenance projects.

Regional & Community Utilities (Appendices J1 to J8 / Binder Pgs. 153-199)

Regional & Community Utilities encompasses all of the Wastewater, Water, Sewer and Streetlighting Services as well as the Drinking Water/Watershed Protection Service. The tax requisitions within this division are largely consistent with the financial plan with some increases over the 2014-2018 plan in Southern Community Wastewater, Whiskey Creek Water, and French Creek Sewer. The Drinking Water and Watershed Protection service requisition is increased as a result of new municipal participation.

There is a high level of operating and capital infrastructure activity associated with this division. The following is a very brief summary of the budget highlights for these services:

Southern Community Wastewater	Total expenditures \$25.3M Operating expenditures \$5.9M; Capital program \$19.4M \$19.1M of capital plan funded by General/Development Cost Charge Reserves
Northern Community Wastewater	Total expenditures \$6.1M Operating expenditures \$4.6M, Capital program \$1.6M \$915,000 of capital plan funded by General/Development Cost Charge Reserves
Drinking Water & Watershed Protection	Total expenditures \$560,000 \$100,000 support to Team WaterSmart education program + \$62,000 for rainwater harvesting/water quality incentives
Water & Sewer Services	Total expenditures \$5.4 million water / \$2.3 million sewer Operating expenditures \$3.1 million water / \$2.1 million sewer Capital expenditures \$2.3 million water / \$200,000 sewer ERWS joint venture with Parksville + Nanoose Peninsula approved referendum capital program = up to \$10 million over next few years Review of water treatment options for San Pareil/Whiskey Creek

Transportation and Solid Waste (Appendices K1 to K6 / Binder Pgs. 200-214)

Transportation Services

The Southern and Northern Community Transit Service requisitions are consistent with the forecast and increase by \$545,495 (7.0%) and \$63,732 (7.0%) respectively. The increases relate to development of a new downtown exchange, service expansion implementations and declining carry forward surplus values.

A 2,000 hour expansion of the conventional system for Southern Community service areas is planned for September 2015 which will equate to 5,000 hours annually in 2016. Fuel costs represent 8% of the operating expenditures in the 2015 budget at approximately \$1.8 million and the lack of stability for diesel prices has significant impacts. The budget includes \$1.2 million or \$1.26 per litre for diesel per the BC Transit agreement; however, rates are currently significantly lower. Conversion of half of the fleet to CNG has reduced volatility in this area.

Solid Waste Management

The Solid Waste Management service tax requisition is higher than forecast by \$99,500 and rises by 30% over 2014 due to an estimated \$1.3 million drop in tipping fee revenues occurring because of commercial waste export to the USA. The tax requisition of \$462,500 partially supports planning and enforcement activities related to disposal bans, illegal dumping and waste stream licensing.

Total 2015 operating expenditures for this service are \$8 million decreased by \$797,000 from 2014 in order to offset some of the impacts of the decreased tipping fees which are forecast at \$7.1 million (2014: \$8.3 million). Capital projects funded through reserves have also been reduced or postponed to mitigate impacts of reduced tipping fees as well.

Garbage & Recycling Collection

The collection rate for 2015 will decrease from \$133 (after a 10% prompt payment discount) to \$121 per household as a result of the ongoing implementation of the Multimaterial BC Program.

Resource Implications Summary

Full time equivalent staffing levels are being held at 2014 amounts in order to hold requisition increases to a minimum level. To help achieve business plan objectives for 2015, additional staffing needs are being met through temporary positions only such as for the secondary treatment expansion at the Greater Nanaimo Pollution Control Centre and the significant trail work for both the E&N Trail project and community trails.

New 2015 funding requests

Additional information related to the following requests will be provided to the Board in January/February for inclusion in budget deliberations and will be added if approved.

- Nanaimo & Area Land Trust - \$30,000 (annual request anticipated amount – will be attending January meeting)

- District 69 Search & Rescue - \$5,000 has been included for the Lighthouse Country Marine Search & Rescue Society per the referendum approval in EA H; however general funding for land search and rescue is also being reviewed.
- Gabriola Taxi Saver - \$15,000 (new service to provide annual funding)
- Ladysmith Victim Services - \$1,000 request for annual funding

ALTERNATIVES:

1. Receive and approve the proposed 2015 budget as presented and proceed to finalize the 2015 to 2019 financial plan.
2. Receive this report for information, provide direction to staff for recommended amendments or further analyses and forward the preliminary plan to a Special Committee of the Whole for further discussion.

FINANCIAL IMPLICATIONS:

The Regional District of Nanaimo's budget affects taxpayers differently depending on where they own property in the Regional District.

Member Participation (Appendices L1 to L3 / Binder Pgs. 11-13)

These schedules summarize the financial implications for each of the Regional District's member jurisdictions for those services which affect all property taxpayers in their jurisdiction – these services are referred to as 'general' services. There are many unique cost sharing formulas for Regional District services which reflect decisions by the Regional Board regarding an appropriate measure of benefit for a particular service. Property assessments continue to be the most common approach, however in recent years' formulas based on a combination of usage and assessment, usage only, population and assessment and flat rate taxes have been approved for some services.

Referring to Appendix L1 (Binder Pg. 11) for an example of the information in this Appendix, the City of Nanaimo would have a 2015 requisition of \$16.2 million, an increase over 2014 of \$1.42 million. The primary reasons for the change are the capital/expansion programs for transit and wastewater and the impact of the Island Corridor Foundation funding. The breakdown for the increases between new/changed services vs: changes for other jurisdictions and existing services is shown in Appendices L4 to L6 (Binder Pgs. 14-16), e.g., \$977,816 identified as New/Changed Service Levels for Nanaimo as shown on Appendix L-4.

Appendix M (Binder Pg. 17) shows for each jurisdiction, the estimated year over year change in general services property taxes for properties valued between \$100,000 and \$400,000, including generally applicable parcel taxes as well as the Northern Community Justice, Northern Economic Development, Regional Parks and Drinking Water/Watershed Protection parcel taxes.

The remaining pages of the handout, Appendices N1 to N11 (Binder Pgs. 21-42) are three year historical summaries for each member jurisdiction showing the details of participation in the general services applicable to that jurisdiction. The 2015 preliminary budget information as discussed here is available on the RDN website for public access <http://www.rdn.bc.ca/cms.asp?wpID=771>.

Local service tax requisitions – those for fire, water, sewer and streetlighting – are unique to an individual property owner and often have a greater impact than all other services combined. These requisitions and tax rates are shown below the general services table on Appendix C2 & C3.

STRATEGIC PLAN IMPLICATIONS:

The 2015 Budget provided represents the consolidated cost of implementing the Strategic Goals and Actions for each of the RDN's five Action Areas:

- The Regional Federation;
- Strategic and Community Development;
- Transportation and Solid Waste;
- Regional and Community Utilities; and
- Parks and Recreation

These Action Areas reflect the traditional organizational structure of the RDN, and each manager and general manager is tasked with identifying how projects and programs planned for 2015 are consistent with the Board Strategic Plan.

SUMMARY/CONCLUSIONS:

This report and appendices outlines the changes arising from the proposed 2015 budget as they affect each member jurisdiction, as well as describing some of the major initiatives planned in 2015. The 2015 proposed budget is largely consistent with the forecasts developed for the 2014 to 2018 financial plan.

Capital upgrades in the Northern and Southern Community Wastewater Services, the transfer of grant funding to the Island Corridor Foundation for rail upgrades, and improvements to the regional transit system represent the single largest change in tax requisitions year over year, affecting taxpayers in all areas to some degree.

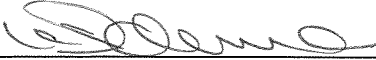
Municipal member jurisdictions will see increases to their requisitions between 4.8% and 9.6% for Regional District services in 2015 (approximately \$25 to \$52 for a \$400,000 home). Taxpayers residing in Electoral Areas will see tax rates change by between 4.2% and 6.4% (approximately \$21 to \$40 for a \$400,000 home). These amounts exclude local service tax requisitions for services such as fire, water, sewer and streetlighting which are unique to an individual property owner and often have a greater impact than all other services combined.

Proposed changes to tax requisition amounts either for increases or decreases are developed within the context of maintaining the long term plans for services and infrastructure replacements. The preliminary budget as presented represents the Board's strategic priorities as established in the RDN Long Range Financial Plan.

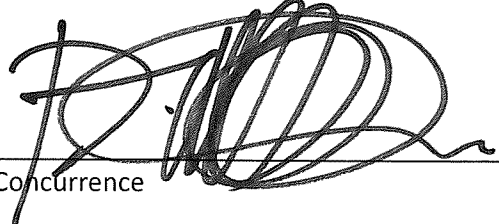
Should the Board wish to consider further adjustments to the 2015 budget it is recommended that this report be received, staff be given direction on requested analyses or adjustments, and the budget be forwarded to a Special Committee of the Whole meeting in February, 2015.

RECOMMENDATION:

That the report on the proposed 2015 budget be received and that any requested additions from community groups as well as any other requested analyses or recommended adjustments for the 2015 budget be further reviewed at a Committee of the Whole meeting in February, 2015.



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GENERAL REVENUE FUND
2015 Proposed Budget

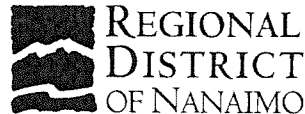
Appendix A

	CORPORATE		SERVICES		DEVELOPMENT		SERVICES		REGIONAL & COMM UTILITIES		RECREATION & PARKS SERVICES		TRANSPORTATION & SOLID WASTE		TOTAL		REVENUE		FUND % Change
	Budget 2014	Budget 2015	Budget 2014	Budget 2015	Budget 2014	Budget 2015	Budget 2014	Budget 2015	Budget 2014	Budget 2015	Budget 2014	Budget 2015	Budget 2014	Budget 2015	Budget 2014	Budget 2015	Budget 2014	Budget 2015	
REVENUES																			
TAX REQUISITION	7,144,226	7,897,160	2,532,803	2,628,847	13,608,945	14,747,920	9,848,646	10,188,937	9,077,317	9,793,277	42,211,937	45,256,141	42,211,937	45,256,141	42,211,937	45,256,141	7.2%		
GRANTS	149,090	149,090	30,135	10,585	3,000,985	609,641	875,157	3,492,740	8,021,894	6,439,782	12,077,261	10,701,898	12,077,261	10,701,898	12,077,261	10,701,898			
OPERATING REVENUE	22,283	17,614	1,135,581	1,139,759	1,680,293	1,766,272	1,416,215	1,547,976	16,971,837	16,019,170	21,226,209	20,490,791	21,226,209	20,490,791	21,226,209	20,490,791			
OTHER REVENUE	12,195,389	12,375,720	508,141	428,288	11,875,441	23,612,557	4,514,767	1,256,110	3,455,040	4,514,767	28,484,144	42,187,442	28,484,144	42,187,442	28,484,144	42,187,442			
PRIOR YEARS SURPLUS (DEFICI)	1,584,001	1,382,701	1,184,742	1,026,328	2,975,144	2,073,326	1,209,488	765,710	2,963,015	3,054,836	9,916,390	8,302,901	9,916,390	8,302,901	9,916,390	8,302,901			
TOTAL REVENUES	21,094,989	21,822,285	5,391,402	5,233,807	33,140,808	42,809,716	13,799,639	17,251,473	40,489,103	39,821,832	113,915,941	126,939,113	113,915,941	126,939,113	113,915,941	126,939,113			
EXPENSES																			
OFFICE OPERATING	264,349	217,752	418,443	418,128	809,466	864,015	553,449	567,110	2,065,110	2,110,979	4,108,817	4,177,984	4,108,817	4,177,984	4,108,817	4,177,984			
COMMUNITY GRANTS	529,498	515,964																	
LEGISLATIVE	490,785	482,955																	
PROFESSIONAL FEES	362,860	329,560	213,435	214,035	1,234,743	1,153,256	200,900	233,200	853,083	443,500	2,865,021	2,373,551	2,865,021	2,373,551	2,865,021	2,373,551			
BUILDING - OPER & MAINT	490,228	478,350	71,213	71,213	1,158,001	1,342,581	804,193	822,388	529,225	535,090	3,052,860	3,249,622	3,052,860	3,249,622	3,052,860	3,249,622			
VEH & EQUIP - OPER & MAINT	390,659	336,705	87,624	90,922	1,005,879	1,051,709	215,985	235,827	6,171,863	6,292,031	7,872,010	8,007,194	7,872,010	8,007,194	7,872,010	8,007,194			
OTHER OPERATING COSTS	1,079,090	1,158,567	724,207	721,222	3,875,114	4,029,989	889,398	938,418	9,143,719	9,261,777	15,711,528	16,109,973	15,711,528	16,109,973	15,711,528	16,109,973			
WAGES & BENEFITS	3,642,878	3,744,666	2,385,758	2,510,883	4,195,111	4,356,752	4,165,247	4,401,946	14,170,526	14,037,754	28,559,320	29,051,701	28,559,320	29,051,701	28,559,320	29,051,701			
PROGRAM COSTS	1,000	1,000	169,273	170,285	156,050	174,350	418,261	521,826	4,842,122	3,764,750	744,584	867,461	744,584	867,461	744,584	867,461			
CAPITAL EXPENDITURES	2,016,725	1,962,350	77,975	79,500	16,123,553	23,538,788	1,899,079	5,046,565	4,842,122	3,764,750	24,959,454	34,391,953	24,959,454	34,391,953	24,959,454	34,391,953			
DEBT - FINANCING - INTEREST	3,399,858	3,656,293			303,050	308,182	708,993	704,116			4,412,001	4,688,591	4,412,001	4,688,591	4,412,001	4,688,591			
DEBT - FINANCING - PRINCIPAL	2,708,311	2,994,834			275,735	330,342	1,128,135	1,128,242			4,112,181	4,453,418	4,112,181	4,453,418	4,112,181	4,453,418			
CONTINGENCY																			
TRSF TO RESERVE FUND	585,228	708,254	140,490	130,458	2,680,712	3,914,286	780,776	763,438	898,070	985,983	5,085,276	6,482,429	5,085,276	6,482,429	5,085,276	6,482,429			
TRSF TO OTHER GOVT/AGENCY	4,311,823	4,493,648	366,300	200,300			1,587,241	1,708,079			6,285,364	6,402,027	6,285,364	6,402,027	6,285,364	6,402,027			
TOTAL EXPENDITURES	20,273,192	21,080,898	4,652,718	4,606,946	31,817,414	41,064,250	13,388,257	17,087,455	38,950,549	37,688,705	109,082,130	121,528,254	109,082,130	121,528,254	109,082,130	121,528,254	11.4%		
OPERATING SURPLUS (DEFICIT)	821,797	741,387	738,684	626,861	1,323,394	1,745,466	411,382	164,018	1,538,554	2,133,127	4,833,811	5,410,859	4,833,811	5,410,859	4,833,811	5,410,859			



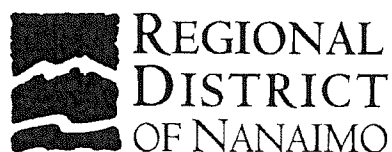
2015 BUDGET
ANALYSIS OF CHANGES IN GENERAL PROPERTY TAX/MUNICIPAL SERVICE PARTICIPATION REVENUES

	%		
	Change		
General Services Property Tax Revenues 2014		34,715,602	
Changed service levels			
Grants in Aid		404,000	Remainder of ICF increase for grant - offset by SCIF funds in 2015
Grants in Aid		5,500	Witness Blanket Tour Support
Electoral Areas/Legislative Services		73,000	Impact of director remuneration change + PC Allowance for 1st yr after election
Feasibility Studies - Electoral Area B		7,500	Green's Landing study
Northern Community Recreation/Ravensong/Oceanside/Southern Rec		35,600	Impact of usage survey
Gabriola Island Recreation		2,000	Additional request from GRS for funding
Regional Parks Operations		73,000	E&N Trail, Fairwinds Mgmt Plan, Morden Colliery Trail & Bridge Temp Staff
Area A Community Parks		18,000	Cedar Plaza Benches & Mtnc, Beach Access & Skateboard Park Mtnc
Area C East Wellington/Jinglepot Community Parks		9,000	Meadow Drive & Olesen additional maintenance
Area F Community Parks		12,000	Trail Development & Meadowood Mtnc
Area G Community Parks		7,000	Reduced Carry Forward Surplus
Area H Community Parks		20,000	Lighthouse Community Centre upgrades \$20,000
Northern Community Justice		5,000	Additional funding to Arrowsmith Community Justice Program
District 69 Search & Rescue		5,000	Lighthouse Country Marine Rescue Society
Drinking Water/Watershed Protection		19,758	Increase from municipal participation/changed rates
Wastewater/Utility Services/Transit/Solid Waste		49,000	First Nations Liaison backfill for senior planner
Duke Point Wastewater		10,000	Capital program
Northern Community Wastewater		190,000	Additional capital projects & maintenance of reserve fund transfers for 2019 expansion
Southern Community Wastewater		345,000	Secondary treatment/marine outfall & other new capital
Transportation Services		310,000	\$145k Service Expansions + \$165,000 Downtown Exchange + other operations funded capital
	4.6%	1,600,358	
Changes for Other Jurisdictions			
D68 E911		3,212	Revised RCMP contract & FireCom increased expense, final costs pending
Southern Community - Facilities & Sportsfield agreement		5,162	Estimated costs from Nanaimo
Northern Community - Sportsfield agreement		2,594	Estimated costs from Parksville & Qualicum
Vancouver Island Regional Library		76,694	Budget per VIRL
	0.3%	87,662	
Changes within existing service levels			
Other increases/decreases		803,654	Hydro increases \$58,000, Solid waste lost revenue \$100,000, wages approx \$425,000
	2.3%	803,654	
General Services Property Tax Revenues 2015 - Change			
	7.2%	37,207,276	
Total Annual 2015 Tax Revenues		45,256,140	
Less: Local Service Area/Parcel Taxes		(8,048,864)	
2015 General Services Tax Revenues		37,207,276	
2014 General Services Tax Revenues		(34,715,602)	
Change	7.2%	2,491,674	
General services property taxes are levied to all properties within the Electoral Area. Local Service Area taxes are paid only by property owners within the boundaries of the specific service area.			
Local Services Property Tax Revenues 2015 - Change			
Local Service Area/Parcel taxes in 2014		7,496,332	
Changed service levels			
Errington Fire Department		82,000	Increase for training/recruitment/retention & reserve fund transfer for building reserve
Dashwood Fire Department		27,135	Additional volunteer training/equipment & wages
Bow Horn Bay Fire Department		23,145	Satellite hall development + loss of ambulance station revenue + increased training/honorarium
San Pareil Fire Improvements		59,500	New Service
Westurne Heights Water		13,145	New Service
Reid Road Sewer		5,160	New Service
Nanoose Bulk Water		77,470	Englishman River Water Service Joint Venture capital program
Nanoose Peninsula Water		71,705	Capital program + new debt servicing
	4.8%	359,260	
Changes within existing service levels			
Other increases/decreases		193,270	
	2.6%	193,270	
Local Service Area/Parcel taxes 2015		8,048,862	
	7.4%	8,048,862	



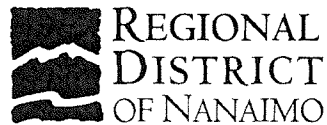
Summary of Tax Revenues/Municipal Participation Agreements

	2014 FINAL Mar 2014	2015 PROPOSED Dec 2014	change from 2014 \$	change from 2014 %
CORPORATE SERVICES				
Corporate Administration	840,747	921,712	80,965	9.6%
House Numbering	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	383,125	410,495	27,370	7.1%
Lantzville Service Participation Agreement	17,723	18,446	723	4.1%
General Grants In Aid	78,572	474,472	395,900	503.9%
Southern Restorative Justice/Victim Services	12,500	12,500	0	0.0%
Northern Community Justice	106,725	111,681	4,956	4.6%
Feasibility Studies/Referendums		7,500	7,500	NEW
	1,460,892	1,978,306		
STRATEGIC & COMMUNITY DEVELOPMENT				
Electoral Area Community & Long Range Planning	1,382,447	1,437,745	55,298	4.0%
Regional Growth Strategy	413,039	429,561	16,522	4.0%
Emergency Planning	254,477	259,567	5,090	2.0%
Lantzville Service Participation Agreement	21,708	22,449	741	3.4%
District 68 Search & Rescue	40,990	40,990	0	0.0%
District 69 Search & Rescue		5,000	5,000	NEW
Economic Development - Southern Community	152,000	164,000	12,000	7.9%
Economic Development - Northern Community	50,000	50,000	0	0.0%
Animal Control - Area A ,B,C,Lantzville	64,862	66,159	1,297	2.0%
Animal Control Area E,G,H	81,620	81,620	0	0.0%
Animal Control Area F	19,370	18,595	(775)	-4.0%
Hazardous Properties	7,416	7,564	148	2.0%
Unightly Premises	6,914	7,121	207	3.0%
Noise Control	37,960	38,476	516	1.4%
	2,532,803	2,628,847		
RECREATION & PARKS				
Ravensong Aquatic Centre	2,487,877	2,525,074	37,197	1.5%
Oceanside Place	1,776,645	1,838,828	62,183	3.5%
Northern Community Recreation	1,043,901	1,075,287	31,386	3.0%
Gabriola Island Recreation	95,903	102,739	6,836	7.1%
Area A Recreation & Culture	177,369	182,690	5,321	3.0%
Port Theatre/Cultural Centre Contribution	80,675	81,822	1,147	1.4%
Regional Parks- operating	1,090,960	1,178,237	87,277	8.0%
Regional Parks - capital	866,788	871,585	4,797	0.6%
Electoral Areas Community Parks	892,145	970,037	77,892	8.7%
	8,512,263	8,826,299		
REGIONAL & COMMUNITY UTILITIES				
Southern Wastewater Treatment	5,047,850	5,555,157	507,307	10.0%
Northern Wastewater Treatment	3,577,195	3,784,405	207,210	5.8%
Liquid Waste Management Planning	155,678	163,462	7,784	5.0%
Drinking Water Protection	446,630	466,388	19,758	4.4%
	9,227,353	9,969,412		
TRANSPORTATION & SOLID WASTE SERVICES				
Southern Community Transit	7,792,818	8,338,315	545,497	7.0%
Northern Community Transit	910,462	974,194	63,732	7.0%
D69 Custom Transit (Area H)	12,500	12,500	0	0.0%
Descanso Bay Emergency Wharf	5,684	5,798	114	2.0%
Solid Waste Management & Disposal	355,853	462,470	106,617	30.0%
	9,077,317	9,793,277		
GENERAL TAXATION FOR OTHER JURISDICTIONS				
SD 68 Emergency 911	128,470	131,682	3,212	2.5%
SD 69 Emergency 911	587,715	587,715	0	0.0%
Southern Community Recreation	1,076,950	1,100,612	23,662	2.2%
Northern Community Sportsfield Agreement	259,432	262,026	2,594	1.0%
Vancouver Island Regional Library	1,852,408	1,929,102	76,694	4.1%
	3,904,975	4,011,137		
GENERAL SERVICES PROPERTY TAX REVENUES				
	34,715,603	37,207,278		
	4.9%	7.2%		
LOCAL SERVICE AREA TAX REVENUES				
Duke Point Wastewater Treatment	201,904	218,056	16,152	8.0%
Northern Community Wastewater -other benefitting areas	802,852	858,445	55,593	6.9%
Fire Protection Areas	3,114,740	3,270,354	155,614	5.0%
Streetlighting Service Areas	78,889	81,247	2,358	3.0%
Stormwater Management	9,545	9,641	96	1.0%
Utility Services	3,288,402	3,611,119	322,717	9.8%
	7,496,332	8,048,862		
NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS				
	42,211,935	45,256,140		
	5.2%	7.2%		



Summary of Tax Revenues/Municipal Participation Agreements

	2014 FINAL Mar 2014	2015 PROPOSED Dec 2014	change from 2014 \$	change from 2014 %
ADDITIONAL DETAILS - GENERAL SERVICES				
PORT THEATRE/CULTURAL CENTRE CONTRIBUTION				
Electoral Area A	14,677	14,897	220	1.5%
Electoral Area B	26,692	26,912	220	0.8%
Electoral Area C (Extension)	14,464	14,798	334	2.3%
Electoral Area C (E.Wellington)	3,776	3,833	57	1.5%
Electoral Area E	21,066	21,382	316	1.5%
	80,675	81,822		
COMMUNITY PARKS				
Electoral Area A	146,650	163,783	17,133	11.7%
Electoral Area B	179,729	184,222	4,493	2.5%
Electoral Area C(Extension)	57,819	60,132	2,313	4.0%
Electoral Area C(E. Wellington)	72,908	82,124	9,216	12.6%
Electoral Area E	99,174	103,141	3,967	4.0%
Electoral Area F	101,806	116,000	14,194	13.9%
Electoral Area G	106,610	110,000	3,390	3.2%
Electoral Area H	127,449	150,635	23,186	18.2%
	892,145	970,037		
ADDITIONAL DETAILS - LOCAL SERVICES TAX REVENUES				
FIRE PROTECTION				
Nanaimo River Fire (Area C)	17,795	17,792	(3)	0.0%
Coombs-Hilliars Fire Volunteer (Area F)	361,837	374,083	12,246	3.4%
Errington Fire Volunteer (Area F)	331,100	419,605	88,505	26.7%
Nanoose Bay Fire Volunteer (Area E)	592,990	604,850	11,860	2.0%
Dashwood Fire Volunteer (Area F,G,H)	475,110	502,245	27,135	5.7%
Meadowood Fire (Area F)	139,355	139,357	2	0.0%
Extension Fire Volunteer (Area C)	143,295	149,027	5,732	4.0%
Bow Horn Bay (Area H)	286,911	310,058	23,147	8.1%
Cassidy Waterloo Fire Contract (Area A, C)	191,855	169,363	(22,492)	-11.7%
Wellington Fire Contract (Area C - Pleasant Valley)	61,200	64,260	3,060	5.0%
Parksville (Local) Fire Contract (Area G)	96,094	94,172	(1,922)	-2.0%
French Creek Fire Contract (Area G)	417,198	425,542	8,344	2.0%
	3,114,740	3,270,354		
STREETLIGHTING				
Rural Areas Streetlighting	15,271	16,035	764	5.0%
Fairwinds Streetlighting	23,500	23,500	0	0.0%
French Creek Village Streetlighting	5,875	6,228	353	6.0%
Highway Intersections Streetlighting (French Creek)	1,020	1,086	66	6.5%
Morningstar Streetlighting	14,147	14,571	424	3.0%
Sandpiper Streetlighting	10,650	10,970	320	3.0%
Hwy # 4 (Area F)	2,962	3,229	267	9.0%
Englishman River Community	5,464	5,628	164	3.0%
	78,889	81,247		
NOISE CONTROL				
Noise Control Area A	6,178	6,610	432	7.0%
Noise Control Area B	8,661	8,661	0	0.0%
Noise Control Area C	7,141	7,141	0	0.0%
Noise Control Area E	7,570	7,570	0	0.0%
Noise Control Area G	8,410	8,494	84	1.0%
	37,960	38,476		
UTILITIES				
Englishman River Community Stormwater	4,820	4,916	96	2.0%
Cedar Sewer Stormwater	4,725	4,725	0	0.0%
	9,545	9,641		



Summary of Tax Revenues/Municipal Participation Agreements

	2014 FINAL Mar 2014	2015 PROPOSED Dec 2014	change from 2014 \$	change from 2014 %	2014	2015	Change
UTILITY SERVICES - PARCEL TAX REVENUES							
WATER UTILITIES							
Nanoose Peninsula (Area E)	717,072	788,779	71,707	10.0%	287	315	\$29
Driftwood (Area E)	4,865	5,458	593	12.2%	374	420	\$46
Surfside(Area G)	13,405	13,673	268	2.0%	344	351	\$7
French Creek(Area G)	63,100	66,886	3,786	6.0%	265	281	\$16
Englishman River Community(Area G)	37,230	37,230	0	0.0%	237	237	\$0
Whiskey Creek Water(Area F)	83,901	85,579	1,678	2.0%	666	679	\$13
San Pareil Water(Area G)	121,070	127,124	6,054	5.0%	420	441	\$21
San Pareil Water(Fire Improvements Debt levy)	33,825	93,327	59,502	175.9%	113	312	\$199
Melrose Place(Area F)	21,300	21,939	639	3.0%	761	784	\$23
Decourcey Water(Area A)	7,492	7,642	150	2.0%	1,498	1,528	\$30
Nanoose Bulk Water (Area E)	774,725	852,198	77,473	10.0%	310	340	\$31
French Creek Bulk Water (Area G)	4,320	4,320	0	0.0%	2	2	\$0
Westurne Heights Water		13,145	13,145	NEW		773	\$773
	1,882,305	2,117,300					
SEWAGE COLLECTION UTILITIES							
Hawthorne Rise Debt levy	8,500	3,958	(4,542)	-53.4%	447	208	(\$239)
Reid Road Debt levy		5,161	5,161	NEW		645	\$645
French Creek (Area G)	532,162	585,805	53,643	10.1%	286	315	\$29
Fairwinds (Area E)	515,849	537,896	22,047	4.3%	648	676	\$28
Surfside Sewer (area G)	19,803	20,793	990	5.0%	733	770	\$37
Pacific Shores (Area E)	60,443	63,465	3,022	5.0%	476	500	\$24
Barclay Crescent (Area G)	136,484	143,309	6,825	5.0%	varies	varies	
Cedar Sewer Service (Operating)(Area A)	27,096	27,638	542	2.0%	varies	varies	
Cedar Sewer Service (Capital Financing) (Area A)	105,760	105,794	34	0.0%	varies	varies	
	1,406,097	1,493,819					
TOTAL UTILITY PARCEL TAX REVENUES							
	3,288,402	3,611,119					
	8.30%	9.81%					



2015 BUDGET
SUMMARY OF NEW/CHANGED SERVICES LEVELS

Grants in Aid (ICF/Witness Blanket)	Electoral Areas/Legislative	Feasibility Studies	Recreation Usage survey	Gabriola Island Recreation	Regional Parks Operations	Community Parks	Northern Community Justice Arrowsmith Community Justice	District 69 Search and Rescue	Drinking Water/Watershed Protection	RCU/Transit/Solid Waste First Nations Liaison	Dukepoint Wastewater Services	Northern Community Wastewater Services	Southern Community Wastewater Services	Transportation Services	Total Change
217,895	15,963				41,741			41,741	25,768	26,073	10,000		340,825	299,551	977,816
10,297	754		6,117		1,793			1,793	1,198	1,232			4,175	4,405	29,971
34,660	2,539		4,727		5,965		1,358	(1,344)		4,147		91,846			143,898
27,413	2,008		3,689		4,326		1,004	240		3,280		62,206			104,166
16,502	7,160		6,863		3,628	18,000		(2,520)		1,975				4,585	56,193
15,863	6,883	7,500	2,089	2,000	2,015			80		1,898					38,328
11,968	5,193		3,431		1,554	9,000		(512)		1,432				1,459	33,525
24,848	10,781		2,016		2,927		712	(712)		2,973		1,862*			45,407
16,145	7,005		2,160		3,696	12,000	629	(1,776)		1,832					41,791
20,909	9,072		2,884		3,565	7,000	771	(328)		2,502		34,086*			80,461
13,000	5,442		1,624		1,790	20,000	526	(336)		1,556					48,802
409,500	73,000	7,500	35,600	2,000	73,000	66,000	5,000	19,758		49,000	10,000	190,000	345,000	310,000	1,600,358

* Amounts for Electoral Areas will impact specific sewer service areas only - Barclay Crescent, French Creek, Surfside and Pacific Shores



2015 BUDGET
CHANGES FOR OTHER JURISDICTIONS

District 68 E 911 (Central Vancouver Island Partnership)	Southern Community Recreation Facilities/Sportsfield Agreement	Northern Community Sportsfield Agreement	Vancouver Island Regional Library	Total Change
630	(5,320)			(4,690)
945	4,704		12,443	18,092
929	6,741		9,085	16,755
708	(963)		6,947	6,692
		578	13,950	14,528
		814	12,481	13,295
		959	13,980	14,939
3,212	5,162	243	7,808	8,051
		2,594	76,694	87,662

District of Lantzville
 City Of Parksville
 Town of Qualicum Beach
 Electoral Area A
 Electoral Area B
 Electoral Area C
 Electoral Area E
 Electoral Area F
 Electoral Area G
 Electoral Area H



2015 BUDGET
SUMMARY OF CHANGES IN EXISTING SERVICES

Electoral Area Planning	Regional Growth Strategy	Wastewater Treatment (Southern)	Wastewater Treatment (Northern)	Oceanside Place	Ravensong Aquatic Centre	Regional Parks Operations	Community Parks	Northern Community Recreation	Southern & Northern Community Transit	Other Cumulative Changes	Total
City Of Nanaimo	13,171	158,830				8,164			214,782	46,911	441,858
District of Lantzville	601	3,477				352			13,859	4,201	22,490
City Of Parksville	1,929		79,439	31,492	772	1,166		5,643	33,463	8,445	162,349
Town of Qualicum Beach	1,528		(4,244)	3,748	22,199	847		5,405	13,038	7,478	49,999
Electoral Area A	1,066					710	(867)		4,973	13,855	28,421
Electoral Area B	(6,574)					394	4,493			11,717	10,030
Electoral Area C	612					304	2,529		3,342	3,905	17,125
Electoral Area E	1,230					573	3,967	4,901	9,437	5,412	31,888
Electoral Area F	1,067			2,037	9,192	724	2,194	3,016		3,427	24,302
Electoral Area G	1,210			2,509	4,204	698	(3,610)	4,161	3,032	4,713	12,253
Electoral Area H	682			(7,476)	(4,870)	345	3,186	2,560	3,303	3,189	2,939
55,298	16,522	162,307	17,210	56,483	31,497	14,277	11,892	25,686	299,229	113,253	803,654

	2014 Actuals November YTD	2014 Budget	2015 Proposed Budget	Variance %
Operating Revenues				
Property taxes	770,685	840,747	921,712	9.6%
	(770,685)	(840,747)	(921,712)	9.6%
Grants in lieu of taxes	60,839	48,000	48,000	
Operating grants	9,500			
Operations	20,838	18,680	17,614	
Transfer from reserve - non capital	38,367			
Interest income	415,084	150,000	150,000	
Miscellaneous	103,045	102,470	112,070	
Interdepartmental recoveries	3,545,483	3,908,425	4,008,443	
Total Operating Revenues	4,963,841	5,068,322	5,257,839	3.7%
Operating Expenditures				
Administration	85,528	130,709	135,262	
Legislative	271,453	294,030	328,800	
Professional fees	141,992	300,410	266,410	
Building oper & maint	338,561	362,633	348,419	
Vehicle & Equip- oper & maint	140,502	158,094	162,690	
Operating costs	354,957	525,906	511,025	
Wages & benefits	3,276,662	3,434,457	3,533,085	
Program costs	731	1,000	1,000	
Total Operating Expenditures	4,610,386	5,207,239	5,286,691	1.5%
Contribution to reserve funds	132,945	136,355	136,355	
Operating (surplus) / deficit	220,510	(275,272)	(165,207)	
Capital Asset Expenditures				
Capital expenditures	219,184	399,950	532,450	
Transfers from reserves	(103,940)	(175,000)	(233,500)	
Net Capital Assets funded from Operations	115,244	224,950	298,950	
Capital Financing Charges				
Total Capital Financing Charges				
Net (surplus)/deficit for the year	(105,266)	500,222	464,157	
Prior year (surplus) / deficit	(957,234)	(957,234)	(875,285)	
(Surplus) applied to future years	(1,062,500)	(457,012)	(411,128)	

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	CORPORATE SERVICES		
SERVICE	ADMINISTRATIVE SERVICES AND HUMAN RESOURCES		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Legislative / Communication / Building Operations – Supports the Board through preparation of Board & Committee agendas and minutes. Conducts Elections and Referendums. Coordinates and promotes the RDN's website, Regional Perspectives Newsletter, Electoral Area Updates and news releases. Coordinates maintenance and upgrades to RD Administration Building.</p> <p>Human Resources – Provides human resources support to all Departments. This includes labour relations & negotiations advice, recruitment & selection support; health and safety program management; management of personnel records & HR database; management of benefit plans; and management of Excluded and CUPE job evaluation systems.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Level of usage of Website (visits per year)	413,688 visits (2013) 452,546 visits (2012) 408,509 visits (2011) 371,973 visits (2010) 329,447 visits (2009)	451,147 visits (last 12 months – October 1, 2013 – October 1, 2014)	Continue to enhance the use of the RDN website.
Communication	<p>Perspectives</p> <p>EA Updates</p> <p>News Releases 29 (2013) 45 (2012) 39 (2011) 85 (2010)</p> <p>RDN Board Highlights 12(2013)</p>	<p>3 Issues in 2014 (Budget, RDN Community Survey, Elections)</p> <p>1 Issue per Electoral Area (excluding Electoral Area F) 2nd issue not produced in 2014 due to election campaign period)</p> <p>28 (2014 year to date)</p> <p>12 (2014 to date)</p>	<p>Continue to provide and enhance these forms of public communication.</p> <p>2 Issues per Electoral Area per year</p> <p>No more than 52 per year. Use of social media, advertising, public notices preferred.</p> <p>One to be produced following each Board meeting.</p>
Use of Social Media	<p>Increased use of various forms of social media.</p> <p>RDN Facebook page – 573 (2013) RDN Twitter feed – 554 followers (2013)</p>	<p>Regular use of social media, community websites, and other media.</p> <p>RDN Facebook page – 774 likes (2014 to date) RDN Twitter feed – 858 followers (2014 to date)</p>	Expand use of social media, and continue to monitor their effectiveness in communicating with the public.

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
RDN WorkSafeBC Premium (Based on prior 3 years of claims)	WorkSafeBC 2015 Base Rate for Local Governments - \$2.00 2014 Base Rate - \$1.67 2013 Base Rate - \$1.52 2012 Base Rate - \$1.42 2011 Base Rate - \$1.69	2015 RDN Premium Rate - \$1.98 2014 RDN Premium Rate - \$1.67 2013 RDN Premium Rate - \$1.62 2012 RDN Premium Rate - \$1.38 2011 RDN Premium Rate - \$1.93	Obtain Premium Rate equal to or less than the Base Premium Rate through the effective management of WSBC claims and return-to-work initiatives.
Accepted Claims	2013 claims - \$117,184.27 2012 claims - \$48,146.90 2011 claims - \$198,201.65 2010 claims - \$88,373.33	2014 claims to date - \$43,844.98 <i>(For 2014 represents payments made on 21 claims)</i>	Reduce number of claims.
Grievances	2013 – 48 2012 – 19 2011 – 14 2010 – 25	2014 (to date) - 26	Reduce number of grievances.
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Review information on each section of the website and assist departments with updating content to ensure information remains current and informative. • Continue to encourage and facilitate website use on RDN services and initiatives. • Assist departments in improving their social media presence as a means to further engage the public. • Liaise with local media to enhance coverage of RDN initiatives. • Assist staff in their communications with the media. • Issue a Request for Proposals for meeting management software in order to streamline processes and achieve efficiencies related to Board and Committee of the Whole agenda preparation and follow-up. • Issue a Request for Proposals for records management software that will assist in standardizing record management practices within the RDN and ensuring compliance with records retention best practices. • Assist all departments in complying with WorkSafeBC Regulations in order to reduce the number of claims • Earn Certificate of Recognition (COR) to achieve reduced WorkSafeBC Premiums through compliance with WorkSafeBC Regulations • Implement the Employee Orientation Policy. • Implement Operational and Efficiency Review recommendations. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	CORPORATE SERVICES		
SERVICE	INFORMATION AND GIS SERVICES		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>The Information Services department plans and implements the utilization of computer technology, provides advice to inter-departmental projects, and maintains all aspects of the network / telecom communications related equipment on behalf of the organization. The Regional District has computing resources in 22 facilities across the region with 254 personal computers, 36 file / application servers (the majority of which operate in a virtual server environment), 119 Wireless Device users and associated peripheral equipment. This section of the department consists of four full time I/T technical staff.</p> <p>The GIS section of the department maintains property information which is published in map form. The GIS section produces statistical property information and special purpose maps for all departments, assigns house numbers in the rural areas and supports map services which are published on the Regional District's website. The Regional District also provides GIS services to the District of Lantzville under a service contract. This section of the department consists of four full time GIS technical staff.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Network resource availability	>99.9% for network resource availability	>99.9% for network resources. (<8.7 Hrs. Unavailable network resources)	Maintain >99.9% network resource availability
Ratio of I/S staff to workstations supported	1:25.09 Ratio (Average from MISA BC web site 2014)	1:56.4 (4.5 FTE includes Manager) (254 Workstations supported in 2014)	1:57.56 (4.5 FTE includes Manager) (259 Workstations supported in 2015)
GIS mapping applications, systems integration	Highly developed map services (internal and web based)	Primary focus is on functional map layers – i.e. current subdivision information, zoning, development permit areas, photos and addressing	Add additional data to map to improve inter-departmental use. Minimize service disruptions to Webmap based services.
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Main Network Core redesign and Implementation for enhanced security, network performance and resource availability. • Implementation of a parallel Geodatabase to maximize GIS related maintenance windows in order to minimize service disruptions to internal staff and the general public accessing web based mapping information. • Migration to SharePoint Server 2013 for in place SharePoint based data systems and also in preparation for a comprehensive Records Management System. Information Services will assist Administration with the initial stages of the acquisition of a Records Management system based on the LGMA model. • Develop a long-term communications strategy involving modernized aspects of unified communications technology to increase collaboration amongst staff and to lower the total cost of ownership of communications infrastructure. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	CORPORATE SERVICES			
SERVICE	FINANCIAL SERVICES			
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	The Finance Department develops financial management policies, performs financial forecasting services and maintains accounting systems necessary to assist departments to achieve capital and operational targets.			
	Vendor invoices processed	2014 (to date) = 13,906	2013 = 18,376	2012 = 18,091
	E-billed customers	2014 = 392	2013 = 363	2012 = 351
	Customer accounts	2014 = 17,282	2013 = 17,100	2012 = 16,900
			2011 = 18,370	2011 = 310
				2011 = 16,634
PERFORMANCE INDICATORS				
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES	
Use of technology	Non-office based payment of accounts – 75% or more of customers	2014 – 73% 2013 – 72% 2012 – 70% 2011 – 70% 2010 – 70% 2009 – 67% 2008 – 67%	All new customers receive forms to sign up. Annual bills, web page and counter materials promote electronic payments.	
	Email delivery of customer invoices – 3% or more of customers	2014 – 392 (2.3%) 2013 – 363 (2.1%) 2012 – 351 (2.1%) 2011 – 310 (1.8%) 2010 – 303 (1.9%) 2009 – 283 (1.0%)	All new customers receive information for email sign up. Annual bills, web page and counter materials promote email delivery. Currently researching possible software tools to be used in 2015 to promote email billings.	
	Cost effective transaction processing	Web based staff payroll reporting in place in Finance Dept and Transit. Electronic integration with Recreation registration program. Electronic transfer and upload of utility payment transactions Electronic Accounts Payable payments implemented in 2014	Implement Web based payroll entry in Admin, Recreation, Solid Waste & RCU. Develop electronic interface with Solid Waste scale software. Electronic invoice storage.	
	Effective use of software to catalogue and manage capital assets	Basic asset inventory for accounting purposes only. Some inventory databases in other departments. Research of other municipal practices. Initial staff committee meetings and consultant review complete, report drafted for asset management strategy.	Participate in strategic plan for implementation of asset management policies/ processes and software.	

AREA	CORPORATE SERVICES		
SERVICE	FINANCIAL SERVICES		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Financial plan quality, understanding and access to information	Elected members and staff understand financial plan for 5 year and 10 year planning.	Elected members are informed and receive regular updates.	Continuously inform elected members of financial impacts of new information.
	Staff able to utilize software for Long Range planning scenarios.	New budget software used for 2014 budget cycle.	Complete Implementation of all aspects of budget software
	Citizens aware of impact of financial plan to them personally.	Staff use financial plans to evaluate new changes so as to inform elected members.	Continue to use financial plan.
		Regional Perspectives Budget edition and brochure included with utility bills.	Maintain this process.
		Most questions from public answered by direct calls once property tax notices are received.	Citizens aware before property tax notices of probable individual impacts
Interdepartmental support	Volunteer Fire Department Societies	Ongoing support to volunteer fire departments regarding budgets, financial reporting, purchasing, insurance, bylaws, mutual aid agreements and other contracts.	Maintain and improve level of support, participate in Bow Horn Bay and Dashwood Service area building upgrade projects, complete revised regulatory bylaw
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Complete implementation of new report generating software (Vadim Explorer) • Complete implementation of new web based software to enhance services offered through internet (Vadim Open) • Financial Plan review and awareness – continuous review and improvement of budget newsletter content to indicate specific jurisdiction impacts. Financial plan information posted promptly to web site • Continue support to volunteer fire departments to improve budget development and forecasting, assist with purchasing and regulatory issues • Support volunteer fire departments with potential seismic upgrades to fire halls • Participate in RDN staff committee for organization wide asset inventory and management software solution • Research and support for grant funding opportunities and administration of Community Works Fund • Implement operational and efficiency reviews in Finance/Fire Services 			

	2014 Actuals November YTD	2014 Budget	2015 Proposed Budget	Variance %
Operating Revenues				
Property taxes	72,024	78,572	474,472	503.9%
	(72,024)	(78,572)	(474,472)	503.9%
Grants in lieu of taxes	1,391	390	390	
Operating grants		68,000	68,000	
Total Operating Revenues	73,415	146,962	542,862	269.4%
Operating Expenditures				
Administration	19	224	224	
Grants in aid	42,791	529,498	515,964	
Transfer to other govt / org	28,825	28,823	28,823	
Total Operating Expenditures	71,635	558,545	545,011	(2.4%)
Operating (surplus) / deficit	1,780	(411,583)	(2,149)	
Capital Asset Expenditures				
Transfers from reserves		(404,500)		
Net Capital Assets funded from Operations		(404,500)		
Capital Financing Charges				
Total Capital Financing Charges				
Net (surplus)/deficit for the year	(1,780)	7,083	2,149	
Prior year (surplus) / deficit	(7,083)	(7,083)	(2,149)	
(Surplus) applied to future years	(8,863)			

	2014 Actuals November YTD	2014 Budget	2015 Proposed Budget	Variance %
Operating Revenues				
Municipal agreements	16,246	17,723	18,446	4.1%
Property taxes	351,198	383,125	410,495	7.1%
	(367,444)	(400,848)	(428,941)	7.0%
Grants in lieu of taxes	500	2,500	2,500	
Operating grants	18,000	18,000	18,000	
Miscellaneous	3,889			
Interdepartmental recoveries	158,583	193,000	153,000	
Total Operating Revenues	548,416	614,348	602,441	(1.9%)
Operating Expenditures				
Administration	46,250	49,735	52,121	
Legislative	154,652	196,755	154,155	
Professional fees	83,639	30,200	14,200	
Building oper & maint	17,623	22,010	20,810	
Vehicle & Equip- oper & maint	1,539	5,540	2,840	
Operating costs	162,146	178,838	173,751	
Wages & benefits	198,670	208,223	211,583	
Total Operating Expenditures	664,519	691,301	629,460	(8.9%)
Contribution to reserve funds	1,095	1,195	1,195	
Operating (surplus) / deficit	(117,198)	(78,148)	(28,214)	
Capital Asset Expenditures				
Capital expenditures	2,352	16,775	21,400	
Net Capital Assets funded from Operations	2,352	16,775	21,400	
Capital Financing Charges				
Total Capital Financing Charges				
Net (surplus)/deficit for the year	119,550	94,923	49,614	
Prior year (surplus) / deficit	(199,454)	(199,454)	(110,568)	
(Surplus) applied to future years	(79,904)	(104,531)	(60,954)	



FIRE PROTECTION 2015 Proposed Budget

	COOMBS		FIRE		PROTECTION		ERRINGTON		FIRE		PROTECTION		NANOOSE		FIRE		PROTECTION	
	2014 Actuals November YTL	Budget 2014	Budget 2014	Budget 2015	2014 Actuals November YTL	Budget 2014	Budget 2015	2014 Actuals November YTL	Budget 2014	Budget 2014	Budget 2015	2014 Actuals November YTL	Budget 2014	Budget 2015	2014 Actuals November YTL	Budget 2014	Budget 2015	
REVENUES																		
TAX REQUISITION	331,684	361,837		374,083	303,508	331,100	419,605							543,574	592,990	604,850		
GRANTS														11,284	11,000	11,000		
OPERATING REVENUE	19,281	430,000		460,000	126,544	130,000								5,103	380,000	515,000		
OTHER REVENUE					19,272	19,272								136,130	136,130	121,930		
PRIOR YEARS SURPLUS (DEFICIT)																		
TOTAL REVENUES	350,965	791,837		834,083	449,324	480,372	419,605							696,091	1,120,120	1,252,780		
EXPENSES																		
OFFICE OPERATING	1,833	2,000		2,000	1,833	2,000	2,000							7,792	66,500	8,500		
PROFESSIONAL FEES		200		200		200	200							5,000	1,300	500		
BUILDING - OPER & MAINT	1,740	1,700		1,750	3,867	3,934	4,000							28,537	36,000	36,350		
VEH & EQUIP - OPER & MAINT	4,753	4,800		4,800	4,693	5,100	5,100							26,659	48,800	52,300		
OTHER OPERATING COSTS	569	434,000		464,000	126,544	130,000								44,700	210,090	300,600		
CAPITAL EXPENDITURES	9,707	10,590		5,295										6,356	381,500	515,000		
DEBT - FINANCING - INTEREST	17,769	19,385		22,585										43,336	123,700	83,700		
DEBT - FINANCING - PRINCIPAL	99,976	81,264		88,418	90,000	90,000	130,000							149,640	154,600	118,700		
TRSF TO RESERVE FUND	237,898	237,898		245,035	249,138	249,138	278,305							50,000	50,000	75,000		
TRSF TO OTHER GOV'T/AGENCIES																		
TOTAL EXPENDITURES	374,245	791,837		834,083	476,075	480,372	419,605							362,020	1,072,490	1,190,650		
OPERATING SURPLUS (DEFICIT)	(23,280)				(26,751)									334,071	47,630	62,130		



FIRE PROTECTION 2015 Proposed Budget

	DASHWOOD 2014 Actuals November YTL	FIRE Budget 2014	PROTECTION Budget 2015	MEADOWWOOD 2014 Actuals November YTL	FIRE Budget 2014	PROTECTION Budget 2015	EXTENSION 2014 Actuals November YTL	FIRE Budget 2014	PROTECTION Budget 2015
REVENUES									
TAX REQUISITION	435,518	475,110	502,245	127,742	139,355	139,357	131,354	143,295	149,027
GRANTS	1,275	1,200	1,200						
OPERATING REVENUE	62,088	170,000	10,000						
OTHER REVENUE	(76)	(76)		5	5		42,693	42,693	45,980
PRIOR YEARS SURPLUS (DEFICIT)									
TOTAL REVENUES	498,805	646,234	513,445	127,747	139,360	139,357	174,047	185,988	195,007
EXPENSES									
OFFICE OPERATING	1,833	2,000	2,000				2,081	2,270	2,670
PROFESSIONAL FEES		200	200					150	150
BUILDING - OPER & MAINT	18,443	21,115	27,900				9,310	31,200	27,150
VEH & EQUIP - OPER & MAINT	7,534	7,700	7,700				35,735	59,200	49,000
OTHER OPERATING COSTS	1,449	2,124	2,300				29,828	43,968	51,550
CAPITAL EXPENDITURES	62,088	170,000	10,000						
DEBT - FINANCING - INTEREST				73,153	79,805	79,803			
DEBT - FINANCING - PRINCIPAL				54,591	59,555	59,554			
TRSF TO RESERVE FUND	75,000	75,000	85,000						
TRSF TO OTHER GOV'T/AGENCIES	368,086	368,095	378,345				49,200	49,200	64,487
TOTAL EXPENDITURES	534,433	646,234	513,445	127,744	139,360	139,357	126,154	185,988	195,007
OPERATING SURPLUS (DEFICIT)	(35,628)			3			47,893		



FIRE PROTECTION
2015 Proposed Budget

	NANAIMO RIVER		FIRE		PROTECTION		FRENCH CREEK		FIRE		PROTECTION		PARKSVILLE		FIRE		PROTECTION		
	2014 Actuals	Budget	2014	Budget	2014	Budget	2014 Actuals	Budget	2014	Budget	2014 Actuals	Budget	2014	Budget	2014 Actuals	Budget	2014	Budget	
	November YTD	2015	2014	2015	2014	2015	November YTD	2015	2014	2015	November YTI	2015	2014	2015	November YTI	2014	2015	2015	
REVENUES																			
TAX REQUISITION	16,312	17,795	17,795	17,792			382,432	417,198	417,198	425,542	88,086	96,094	96,094	94,172					
GRANTS							212												
OPERATING REVENUE																			
OTHER REVENUE	6	6	6	3			68,358	68,358	68,358	69,547	72,271	72,271	72,271	78,607					
PRIOR YEARS SURPLUS (DEFICIT)																			
TOTAL REVENUES	16,318	17,801	17,801	17,795			451,002	485,556	485,556	495,089	160,357	168,365	168,365	172,779					
EXPENSES																			
OFFICE OPERATING							481	525	525	525	481	525	525	750					
PROFESSIONAL FEES																			
BUILDING - OPER & MAINT																			
VEH & EQUIP - OPER & MAINT																			
OTHER OPERATING COSTS								75,000	75,000	75,000									
CAPITAL EXPENDITURES																			
DEBT - FINANCING - INTEREST	843	920	920	920															
DEBT - FINANCING - PRINCIPAL	639	700	700	700															
TRSF TO RESERVE FUND	16,175	16,175	16,175	16,175															
TRSF TO OTHER GOV'T/AGENCIES																			
TOTAL EXPENDITURES	17,657	17,795	17,795	17,795			343,176	353,176	353,176	351,868	89,233	89,233	89,233	89,233					
OPERATING SURPLUS (DEFICIT)	(1,339)	6	6				107,345	56,855	56,855	67,696	70,643	78,607	78,607	82,796					

**FIRE PROTECTION
2015 Proposed Budget**

	BOW HORN		FIRE PROTECTION		CASSIDY/WATERLOO		WELLINGTON		FIRE PROTECTION	
	2014 Actuals November YTI	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTI	Budget 2014	Budget 2015	Budget 2015
REVENUES										
TAX REQUISITION	263,002	286,911	310,058	175,867	191,855	169,363	56,100	61,200	64,260	64,260
GRANTS										
OPERATING REVENUE	15,422	3,603	419,637	1,996	19,485	3,631	11,656	11,656	8,391	8,391
OTHER REVENUE	33,661	459,480	419,637	19,485	19,485	3,631	11,656	11,656	8,391	8,391
PRIOR YEARS SURPLUS (DEFICIT)										
TOTAL REVENUES	312,085	749,994	729,695	197,348	211,340	172,994	67,756	72,856	72,651	72,651
EXPENSES										
OFFICE OPERATING	1,833	2,000	2,000	2,530	2,760	3,000	138	150	200	200
PROFESSIONAL FEES		200	200							
BUILDING - OPER & MAINT	5,366	5,415	5,750	2,805	6,220	6,220				
VEH & EQUIP - OPER & MAINT	6,621	7,000	7,000	86,991	89,550	40,400				
OTHER OPERATING COSTS				2,368	6,600	7,500	2,406	2,833	3,111	3,111
CAPITAL EXPENDITURES	30,024	456,000	416,000	22,740	25,000					
DEBT - FINANCING - INTEREST										
DEBT - FINANCING - PRINCIPAL			9,300							
TRSF TO RESERVE FUND	46,079	46,079	38,000	39,960	39,960	73,624				
TRSF TO OTHER GOV'T/AGENCIES	233,300	233,300	251,445	41,500	41,250	42,250	61,661	58,200	64,744	64,744
TOTAL EXPENDITURES	323,223	749,994	729,695	198,894	211,340	172,994	64,205	61,183	68,055	68,055
OPERATING SURPLUS (DEFICIT)	(11,138)			(1,546)			3,551	11,673	4,596	4,596



STRATEGIC AND COMMUNITY DEVELOPMENT
2015 Proposed Budget

	EA		COMMUNITY		PLANNING		VIHA		HOMELESS		GRANTS		ECONOMIC		DEV		SOUTHERN			
	2014 Actuals	November YTD	Budget	2014	Budget	2015	2014 Actuals	November YTI	Budget	2014	2014 Actuals	November YTI	Budget	2014	2014 Actuals	November YTI	Budget	2014	Budget	2015
REVENUES																				
TAX REQUISITION	1,267,243		1,382,447		1,437,745										139,333		152,000		164,000	
GRANTS	4,724																			
OPERATING REVENUE	87,426		78,400		76,900															
OTHER REVENUE	6,527		5,500		27,874		188,000		188,000											
PRIOR YEARS SURPLUS (DEFICI)	428,899		428,899		364,750															
TOTAL REVENUES	1,794,819		1,895,246		1,907,269		188,000		188,000						139,333		152,000		164,000	
EXPENSES																				
OFFICE OPERATING	263,265		305,577		301,886															
PROFESSIONAL FEES	52,317		98,000		96,000															
BUILDING - OPER & MAINT	34,204		37,313		37,313															
VEH & EQUIP - OPER & MAINT	32,245		36,274		38,062															
OTHER OPERATING COSTS	122,195		174,440		171,472															
WAGES & BENEFITS	888,729		976,347		1,014,487															
PROGRAM COSTS																				
CAPITAL EXPENDITURES	2,458		4,400		8,600															
TRSF TO RESERVE FUND	30,000		31,125		51,125															
TRSF TO OTHER GOV'T/AGENCI							126,000		188,000						152,000		152,000		164,000	
TOTAL EXPENDITURES	1,425,413		1,663,476		1,718,945		126,000		188,000						152,000		152,000		164,000	
OPERATING SURPLUS (DEFICIT)	369,406		231,770		188,324		62,000								(12,667)					



STRATEGIC AND COMMUNITY DEVELOPMENT 2015 Proposed Budget

	ECONOMIC		DEV		NORTHERN		REGIONAL		GROWTH		MANAGEMENT		EMERGENCY		PLANNING		SERVICES	
	2014 Actuals November YTI	Budget 2014	Budget 2014	Budget 2015	2014 Actuals November YTI	Budget 2014	Budget 2015	2014 Actuals November YTI	Budget 2014	Budget 2015	2014 Actuals November YTI	Budget 2014	Budget 2015	2014 Actuals November YTI	Budget 2014	Budget 2015		
REVENUES																		
TAX REQUISITION	45,834	50,000	50,000	50,000	378,619	413,039	429,561	253,170	276,185	282,016								
GRANTS	43				1,269			(41,266)	30,000									
OPERATING REVENUE																		
OTHER REVENUE	623	623	22,185	22,185	1,100	25,500	57,044	52,112	40,000	50,000								
PRIOR YEARS SURPLUS (DEFICIT)					248,773	248,773	236,294											
TOTAL REVENUES	46,500	50,623	72,185	72,185	629,761	687,312	722,899	264,016	398,297	354,726								
EXPENSES																		
OFFICE OPERATING					22,498	31,340	35,626	25,516	31,056	31,657								
PROFESSIONAL FEES					5,499	72,500	72,500	30,181	36,935	39,935								
BUILDING - OPER & MAINT						4,900	4,900	3,707	2,000	2,000								
VEH & EQUIP - OPER & MAINT					6,534	6,960	7,510	7,842	16,750	16,750								
OTHER OPERATING COSTS	1,215	2,000	2,000	2,000	62,013	99,200	98,128	21,800	31,630	32,306								
WAGES & BENEFITS		350	350	350	278,678	306,144	342,650	119,395	123,485	127,062								
PROGRAM COSTS	26,890	48,273	69,835	69,835					30,000									
CAPITAL EXPENDITURES					645	500	4,400	4,583	54,625	50,000								
TRSF TO RESERVE FUND					25,000	750	20,750	42,513	40,615	31,083								
TRSF TO OTHER GOV'T/AGENCIES								9,000	9,000	14,000								
TOTAL EXPENDITURES	28,105	50,623	72,185	72,185	400,867	522,294	586,464	264,537	376,096	344,793								
OPERATING SURPLUS (DEFICIT)	18,395				228,894	165,018	136,435	(521)	22,201	9,933								



STRATEGIC AND COMMUNITY DEVELOPMENT 2015 Proposed Budget

	SEARCH		AND		RESCUE		BUILDING		INSPECTION		SERVICES		BYLAW		ENFORCEMENT		SERVICES	
	2014 Actuals November YTD	Budget 2014	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015		
REVENUES																		
TAX REQUISITION	37,574	40,990		45,990										199,964	218,142		219,535	
GRANTS	194	135		135	1,250		10,450							53				
OPERATING REVENUE					1,013,254	981,000	986,000							14,836	76,181		76,859	
OTHER REVENUE	5					11,000	42,500							220,365	238,141		250,870	
PRIOR YEARS SURPLUS (DEFICIT)	452	452		452	414,062	414,062	342,742							39,821	39,821		37,195	
TOTAL REVENUES	38,225	41,577		46,577	1,428,566	1,406,062	1,381,692							475,039	572,285		584,459	
EXPENSES																		
OFFICE OPERATING					28,239	31,180	31,800							15,091	17,290		17,160	
PROFESSIONAL FEES						500								6,408	5,500		5,600	
BUILDING - OPER & MAINT	20,000	24,000		24,000										2,750	3,000		3,000	
VEH & EQUIP - OPER & MAINT					18,623	18,800	20,200							9,603	8,840		8,400	
OTHER OPERATING COSTS					181,373	196,580	197,412							198,244	220,358		219,905	
WAGES & BENEFITS					694,861	766,737	791,797							198,808	212,695		234,536	
PROGRAM COSTS					11,730	31,000	40,450							5,181	60,000		60,000	
CAPITAL EXPENDITURES					2,208	15,950	16,500							1,500	2,500		5,000	
TRSF TO RESERVE FUND					73,958	62,500	22,500							5,500	5,500		5,000	
TRSF TO OTHER GOV'T/AGENCIES	17,300	17,300		22,300														
TOTAL EXPENDITURES	37,300	41,300		46,300	1,010,992	1,123,247	1,120,659							443,085	535,683		553,601	
OPERATING SURPLUS (DEFICIT)	925	277		277	417,574	282,815	261,033							31,954	36,602		30,858	



STRATEGIC AND COMMUNITY DEVELOPMENT
2015 Proposed Budget

	TOTAL DEVELOPMENT SERVICES			% Change
	2014 Actuals YTD	Budget 2014	Budget 2015	
REVENUES				
TAX REQUISITION	2,321,737	2,532,803	2,628,847	3.8%
GRANTS	(33,733)	30,135	10,585	
OPERATING REVENUE	1,115,516	1,135,581	1,139,759	
OTHER REVENUE	415,997	508,141	428,288	
PRIOR YEARS SURPLUS (DEFICIT)	1,184,742	1,184,742	1,026,328	
TOTAL REVENUES	5,004,259	5,391,402	5,233,807	
EXPENSES				
OFFICE OPERATING	354,609	416,443	418,129	
PROFESSIONAL FEES	94,405	213,435	214,035	
BUILDING - OPER & MAINT	60,661	71,213	71,213	
VEH & EQUIP - OPER & MAINT	74,847	87,624	90,922	
OTHER OPERATING COSTS	586,840	724,208	721,223	
WAGES & BENEFITS	2,180,471	2,385,758	2,510,882	
PROGRAM COSTS	43,801	169,273	170,285	
CAPITAL EXPENDITURES	11,394	77,975	79,500	
TRSF TO RESERVE FUND	176,971	140,490	130,458	
TRSF TO OTHER GOV'T/AGENCIES	304,300	366,300	200,300	
TOTAL EXPENDITURES	3,888,299	4,652,719	4,606,947	(1.0%)
OPERATING SURPLUS (DEFICIT)	1,115,960	738,683	626,860	

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	ELECTORAL AREA COMMUNITY PLANNING		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Prepare, review, and amend Official Community Plans and local area plans. Provide timely and accurate information and effective and efficient service in land use planning, development review, and development approvals. Support the RDN in achieving the Board's Strategic Plan objectives and in implementing the policy objectives land use plans, the Agricultural Area Plan and as otherwise established by the Board.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATORS	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
<u>COMMUNICATION</u> Public involvement. Information access. Public consultation tailored to community needs.	Consistently well attended public meetings. Increasing percentage of inquiries/information obtained via web site. Most sought information available on web.	Variable success in engaging resident and stakeholder groups. Innovative ways to reach the public.	Continue to foster cooperative relationships with residents and stakeholder groups. Improved community engagement through use of innovative tools.
<u>GROWTH MANAGEMENT</u> Compliance of work program to Regional Growth Strategy	Full compliance to RGS policies in implementation of OCPs, and other regulations	100% compliance	Maintain compliance and linkage between policy, OCP's and RGS
<u>CUSTOMER SERVICE</u> Provide accurate inquiry response in a timely manner. Information support and development approvals to the Board efficiently.	Complete within established processing timelines (attached). General enquiries - same day response.	Substantially achieving benchmarks	Strive to fully meet benchmarks. Review application and permit processing for service improvement.
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<p><u>COMMUNICATION</u></p> <ul style="list-style-type: none"> • Develop public awareness strategy on department processes and procedures. • Review effectiveness of information meetings, advertising, newsletters and web site. • Complete brochures on development review processes, place on web page. • Increase use of web site to provide planning and development information. • Update web pages with information on affordable housing resources. <p><u>COMMUNITY PLANNING</u></p> <ul style="list-style-type: none"> • Continue planning process for Nanaimo Airport • Initiate implementation of the Agricultural Area Plan • Initiate background work for sea level rise/climate change adaptation • Initiate an OCP review • Initiate amendments to zoning and OCPs to address agriculture, affordable housing and renewable energy • Rezoning of regional parks 			

KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES

CUSTOMER SERVICE

- Allocate 0.5 FTE dedicated to corporate First Nations liaison to support community planning, regional growth management, infrastructure development/planning, and corporate activities and political protocols.
- Review and update web page to ensure information is accurate, accessible, and easily understood.
- Maintain and revise zoning bylaw(s) to ensure it reflects Board policy.
- Implement operational and efficiency service review

ELECTORAL AREA COMMUNITY PLANNING

HISTORY OF APPLICATIONS RECEIVED

Application Type	2014 (*to Oct 23)	2013	2012	2011	2010	2009
Bylaw Amendment	7	11	12	11	10	10
Development Permits	42	45	50	48	52	56
Development Variance	18	9	18	16	21	13
Subdivision	24	17	27	42	31	40
ALR	7	8	6	11	17	10
BOV	5	8	11	9	7	4
Totals	103* (110 projected)	98	124	137	138	133

PROCESSING TIMELINES

Processing timelines will vary depending on the type and complexity of the application. Current processing timelines are generally on target with the goals as outlined below.

Processing goals, based on a complete submission of a typical file, are as follows:

Subdivision with no park dedication - report provided to Ministry of Transportation and Infrastructure within 4 weeks.

Subdivision with park - report provided to Ministry of Transportation and Infrastructure within 2 to 4 months depending on schedules for POSAC / PIM and the Board.

Final Approval of Subdivision - Two weeks from date of complete submission.

Development Permit Approvals under Delegation Bylaw - 4 weeks.

Development Permit - 4 to 6 weeks from date of submission to EAPC for simple DP to 8 weeks for complicated DP which requires internal/external referrals.

Development Variance Permit - 4 to 6 weeks from date of submission to EAPC.

Frontage Relaxation - 4 to 6 weeks from date of submission to EAPC.

Rezoning - 3 to 4 months from date of complete submission to EAPC.

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	REGIONAL GROWTH STRATEGY		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Coordinates inter/intra - governmental liaison about regional growth management and climate change matters (Intergovernmental Advisory Committee, consultation with other government bodies, special purpose projects/workshops). Works to raise public awareness about regional growth management and climate change through reports, studies, educational materials, and sustainability monitoring. Oversees the review of the Regional Growth Strategy (RGS) and amendments. Coordinates monitoring regional growth strategy implementation.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Public awareness about sustainability	Informed residents	Awareness materials developed for RGS Review	Implement awareness and education policies in RGS
		Continuous update to website	Continue awareness activities for regional sustainability
		Community input into RGS target setting	Establish annual reporting system
Sustainability monitoring	Annual reporting	Draft targets and indicators identified	Adopt targets and indicators and initiate reporting program
Support for regional growth strategy	An adopted regional growth strategy	Updated RGS adopted	Continue implementation of new RGS
Regional context statements (RCS)	Board approved RCS in each municipal Official Community Plan (OCP) pursuant to provincial legislation	Board approved RCS for Lantzville, Nanaimo, Qualicum Beach & Parksville RCS's completed	Work with municipalities on revised RCS if required for RGS amendments
Electoral Area OCP consistency	Board approved OCPs that are consistent with RGS	All Electoral Area OCPs are consistent with RGS	Monitor OCPs to maintain consistency
Resolution of growth management conflicts	Effectively functioning Intergovernmental Advisory Committee	Conduct IAC meetings as required to address issues	Regular IAC meetings to keep member municipalities informed on RGS implementation
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Produce an annual report on RGS implementation • Adopt targets and indicators for RGS goals (RGS Policy 5.2.4) • Establish monitoring and reporting program (RGS Policy 5.2.5) • Raise awareness about the RGS by implementing RGS policies on education and awareness • Organize and facilitate <i>Intergovernmental Advisory Committee</i> and <i>Sustainability Select Committee</i> meetings • Develop Corporate Implementation Strategy for RGS (RGS Policy 5.2.7) • Provide support for the Nanaimo Airport Land Use Planning Process • Continue implementation of Housing Action Plan • Update web resource pages on affordable housing • Complete study on climate change adaptation (RGS Policies under Goals 1 & 2) • Initiate Master Implementation Agreement (RGS Policy 5.2.3) • Review RGS to ensure support for agriculture, affordable housing and renewable energy • Amend RGS to clarify criteria for minor amendment 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	ENERGY AND SUSTAINABILITY		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Interdepartmental and inter-jurisdictional coordination of energy conservation and emission reductions, as well as other sustainability and strategic planning initiatives as directed by the Board.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATORS	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Communication	All RDN households reached All staff reached 1,000 webpage visits	All households in Electoral Areas outside EA 'F' reached All staff reached TBD	All RDN households reached All staff reached 2,000 webpage visits
Corporate Energy Management & Climate Action	13,000,000 kWh electricity consumption 2 GWH renewable energy produced Carbon Neutral Operations achieved	11,700,000 kWh electricity consumption 2GWH generating potential installed Progress toward Carbon Neutral Operations	11,000,000 kWh consumption Regular monitoring and reporting of renewable energy generation Carbon Neutral Operations achieved
Sustainable Communities	20,000 t CO ₂ e annual community wide reductions / removals \$50,000 invested in Green Building incentives \$50,000 disbursed through NCED Service	Estimated 7,000 t CO ₂ e community wide reductions (organic div.) \$20,000 invested Green Building Incentives \$36,992.75 disbursed through NCED service	10,000 tonnes in regional emission reduction projects \$40,000 invested in Green Building Incentives \$60,000 disbursed through NCED service
Monitoring & Adaptation	Online reporting of indicators and progress toward Board priorities	Assist departmental reporting of progress toward Board Priorities, and other reporting requirements as requested	Establish online reporting of indicators and progress toward Board Priorities

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES	
Communication	<p>Maintain outreach to staff on energy use, emissions and climate change.</p> <p>Continue public seminars on green buildings, renewable energy systems, emissions reductions, and other sustainability topics</p> <p>Distribute one regional newsletter focused on energy and sustainability topics</p> <p>Continue development of Green Building Guidebook series</p>
Energy Management and Climate Action	<p>Provide interdepartmental support, and coordinate investment in corporate energy efficiency initiatives through the Corporate Climate Action Fund</p> <p>Revise and update the RDN Strategic Energy Management Plan, including regular reporting of energy use and renewable energy generation.</p> <p>Develop and implement regional emission reduction projects</p> <p>Assist with the development of renewable energy projects within the region</p> <p>Assess vulnerability of RDN communities and infrastructure to predicted impacts of climate change</p>
Sustainable Communities	<p>Develop emission reduction project type based on avoided deforestation on private, residential rural parcels</p> <p>Continue Green Building Incentive Program for Electoral Area and Lantzville</p> <p>Complete pilot integrated community identity and wayfinding signage program for Electoral Area 'E'</p> <p>Continue administration of the Northern Communities Economic Development Service</p>
Monitoring and Reporting	<p>Monitor and report on corporate energy use and emissions</p> <p>Continue support for interdepartmental reporting relating to Board Strategic Priorities, as well as other reporting requirements as requested (eg. progress toward community emission reduction targets; reporting requirements associated with ISO certification for wastewater facilities; and annual financial reporting).</p> <p>Assist with completion of Operational Service Review as necessary.</p> <p>Continue involvement with the Asset Management working group.</p>

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	BUILDING INSPECTION		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Responsible for providing building inspection services, policy and advice to all Electoral Areas and the District of Lantzville (contract).		
ACTIVITY LEVELS	2014 - 630 permits – construction value: \$80 million (est.) 2013 - 544 permits – construction value: \$91 million 2012 - 595 permits – construction value: \$77 million 2011 - 624 permits – construction value: \$76.5 million		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Client Services	90% of permits issued within 3 weeks of application Two week turn-around time on small project permits Conduct inspections within 48 hours of request 100% of the time Efficient access to historical building permit records	Average 2013 permit turn-around time - 3 weeks, 95% of time Small project permits issued within 2 weeks or less Inspections conducted within 48 hours 100% of the time Current retrieval system no longer supported	Issue Single Family Residential permits within 3 weeks 95% of the time Issue small project permits within 2 weeks Maintain inspection scheduling benchmark Assess new retrieval system options
Public Awareness	All bylaw and permit requirements available in printed form and on website	Website updated, printed material available at counter Site offices in Electoral Area H (Bowser/Deep Bay) and Electoral Area B (Gabriola) to reduce travel time for residents	Provide information on new Building Code revisions Maintain site offices in Electoral Areas B (Gabriola) and H (Bowser/Deep Bay)
Compliance	90% of infraction files completed without enforcement action	95% of files resolved through voluntary compliance	Maintain high level (95%) of compliance with building regulations
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Implement operational efficiency and service review to evaluate permit processing and overall department operations. • Research and examine systems for the digital storage and retrieval of historical records. • Elimination of hand written inspection reports through the use of mobile field devices. • Maintain relationships with development community to improve knowledge of inspection services and requirements. • Maintain focus on compliance by resolving infractions through pro-active enforcement and public awareness 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	STRATEGIC AND COMMUNITY DEVELOPMENT		
SERVICE	BYLAW ENFORCEMENT		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Responsible for enforcing regulatory bylaws in the Electoral Areas and the District of Lantzville (contract). Regulatory bylaws include zoning, building, animal control, noise control, unsightly and hazardous properties, parks usage, outdoor water usage and where applicable, outdoor burning. Bylaw Enforcement Officers are Alternate Emergency Program Coordinators for the RDN and the District of Lantzville.		
ACTIVITY LEVELS	Staff conduct a wide range of investigations, mediate disputes, answer inquiries from outside agencies and provide support and assistance to other departments. Files range from routine issues to lengthy and complex investigations and court preparation. The caseload for the past 5 years is illustrated below: 2014 - 310 (est.), 2013 - 295, 2012 - 288, 2011 - 432, 2010 - 420		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Response time	Respond to questions/ complaints within 24 hours	Response within 24 hrs not met in some instances	Meet benchmark
Public awareness and inter-agency cooperation	Provide online and printed information to the public on bylaws and compliance Inter-agency cooperation and relationships	Information available on website. Other printed information under development. Online complaint form available at website Attend inter-agency meetings to liaise on common issues and working protocols	Encourage public use of online contact form Creation of an educational brochure on RDN bylaw services for public and outside agency use Maintain relationships
Compliance	95% of files completed annually by voluntary compliance Proactive enforcement of priority regulations	Met benchmark Workload primarily complaint driven. Other enforcement limited to staff observations.	Maintain benchmark Continue limited enforcement from staff observations.
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Strong focus on response to telephone calls and online complaints within 24 hours. • Continued emphasis on voluntary compliance versus legal action. • Increase public awareness of regulatory bylaws and online contact form through the development of a brochure and periodic website updates. • Ongoing participation in inter-agency meetings with key organizations such as police, fire, ALC and municipalities to maintain working protocols and cooperation. 			

AREA		STRATEGIC AND COMMUNITY DEVELOPMENT	
SERVICE		EMERGENCY PROGRAM	
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES		The Program provides emergency management through planning and activities related to response, recovery, mitigation and preparedness. Community disaster resilience is enhanced by maintaining operational readiness, cooperative agreements and partnerships and through public education.	
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Operational Readiness	Up to date plans Board and staff operationally ready at all times Stable numbers of trained volunteers	<ul style="list-style-type: none"> Recovery Plan ongoing – operational guideline development with Canadian Red Cross Emergency Plan up to date Staff attended 1 EOC course, 1 table top exercise (incl Directors), 4 locally taught EOC sessions and 4 EMBC EOC webinars Notification drill. ShakeOut drill EC attended NER training at CFB Esquimalt 25 new ESS volunteers (Oceanside, Gabriola, Cedar/Extension teams) 4 ESS Level I call outs EC member of outreach coordination team and 'Get Involved' section of website 	<ul style="list-style-type: none"> Continue work on Recovery Plan and Operational Guideline Create Emergency Social Media Plan Livestock evacuation training Monthly EOC training sessions Policy Group training EOC Notification/Activation Update and Drill Recruit ESS/Reception Center activation drills Amateur radio – emergency communications drills Ongoing support of ESS teams / maintain operational readiness of reception centres and EOC Expansion of NEP and development of ESS in EA's "A" & "C" Investigate mass notification systems
Public Awareness	RDN response and recovery roles Personal/family and community emergency preparedness	<ul style="list-style-type: none"> Social media used for promotion/alerts Rapid Damage Assessment, NEP Emergency First Aid, Pet Emergency Preparedness/First Aid courses, NEP Disaster Simulation exercise, second annual NEP workshop Participation in Emergency Preparedness Week, Volunteer Week, BC Shake Out drill, Green Building Series, community days Disaster Resilience survey 	<ul style="list-style-type: none"> Continued public awareness workshops/community events Ongoing earthquake and other drills Establish new NEP groups, exercise support, provide related training and exercises, workshops Continue to develop/expand annual NEP workshop NEP Disaster Simulation exercise in D69
Cooperative Agreements/ Partnerships	Required agreements/ partnerships in place.	<ul style="list-style-type: none"> Updated/expanded supplier emergency resource agreements Agreement with Parksville/QB to cost share in Oceanside ESS and emergency communications expired – new Agreement in draft District of Lantzville cost sharing in full program Emergency Management Agreement renewal in process 	<ul style="list-style-type: none"> Ongoing development of supplier consent agreements. Continuation of service agreement for sharing of Oceanside ESS and emergency communications Continuation of EP contract with District of Lantzville Complete updated version of Oceanside ESS/Comms Agreement
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> Utilization of contractor for centralized volunteer management, expanded NEP program, ongoing recruitment and retention Outreach focus on FireSmart Communities – risk mitigation Ongoing EOC training/exercising Continuation of agency liaison and service agreement obligations (Lantzville & D69 partnerships) 			



BYLAW ENFORCEMENT
2015 Proposed Budget

	ANIMAL CONTROL		AREA F		ANIMAL CONTROL		AREA A B C & LANTZVILLE		ANIMAL CONTROL		AREA E G & H	
	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015
REVENUES												
TAX REQUISITION	17,756	19,370	18,595	59,457	64,862	66,159				74,818	81,620	81,620
GRANTS												
OPERATING REVENUE	250									8,095	9,100	9,100
OTHER REVENUE												
PRIOR YEARS SURPLUS (DEFICIT)	14,005	14,005	13,499	6,920	6,920	6,225				3,537	3,537	6,151
TOTAL REVENUES	32,011	33,375	32,094	66,377	71,782	72,384				86,450	94,257	96,871
EXPENSES												
OFFICE OPERATING	1,343	1,465	1,332	4,409	4,810	4,820				5,972	6,515	6,430
PROFESSIONAL FEES	1,430	1,000	2,000	2,750	3,000	3,000				1,000	1,000	1,000
BUILDING - OPER & MAINT												
VEH & EQUIP - OPER & MAINT												
OTHER OPERATING COSTS	13,383	15,411	15,502	52,025	58,096	61,022				73,683	81,441	83,023
WAGES & BENEFITS												
PROGRAM COSTS												
CAPITAL EXPENDITURES												
TRSF TO RESERVE FUND	2,000	2,000	2,000	500	500	2,000				1,000	1,000	2,000
TOTAL EXPENDITURES	18,156	19,876	20,834	59,684	66,906	68,842				80,655	89,956	92,453
OPERATING SURPLUS (DEFICIT)	13,855	13,499	11,260	6,693	4,876	3,542				5,795	4,301	4,418



**BYLAW ENFORCEMENT
2015 Proposed Budget**

	UNSLIGHTLY		PREMISES		HAZARDOUS PROPERTIES		NOISE		CONTROL	
	2014 Actuals November YTL	Budget 2014	Budget 2015	2014 Actuals November YTL	Budget 2014	Budget 2015	2014 Actuals November YTL	Budget 2014	Budget 2015	
REVENUES										
TAX REQUISITION	6,338	6,914	7,121	6,798	7,416	7,564	34,797	37,960	38,476	
GRANTS							53			
OPERATING REVENUE		50,000	50,000		10,000	10,000				
OTHER REVENUE										
PRIOR YEARS SURPLUS (DEFICIT)	6,510	6,510	4,763	2,169	2,169	2,659	6,680	6,680	3,898	
TOTAL REVENUES	12,848	63,424	61,884	8,967	19,585	20,223	41,530	44,640	42,374	
EXPENSES										
OFFICE OPERATING	472	515	650	440	480	515	2,205	2,405	2,913	
PROFESSIONAL FEES	801	500	500		500	500	3,613	1,000	1,000	
BUILDING - OPER & MAINT										
VEH & EQUIP - OPER & MAINT										
OTHER OPERATING COSTS	6,759	7,146	6,874	5,957	6,546	6,474	30,307	32,630	32,418	
WAGES & BENEFITS										
PROGRAM COSTS	5,181	50,000	50,000		10,000	10,000				
CAPITAL EXPENDITURES										
TRSF TO RESERVE FUND										
TOTAL EXPENDITURES	13,213	58,161	58,024	6,397	17,526	17,489	38,125	38,035	37,331	
OPERATING SURPLUS (DEFICIT)	(365)	5,263	3,860	2,570	2,059	2,734	3,405	6,605	5,043	



BYLAW ENFORCEMENT 2015 Proposed Budget

	GENERAL		ENFORCEMENT		TOTAL		% Change	
	2014 Actuals November YTD	Budget 2014	2014 Actuals November YTD	Budget 2014	2014 Actuals YTD	Budget 2015		
REVENUES								
TAX REQUISITION					199,964	218,142	219,535	0.6%
GRANTS			53					
OPERATING REVENUE	6,491	7,081	14,836	7,759	14,836	76,181	76,859	
OTHER REVENUE	220,365	238,141	220,365	250,870	220,365	238,141	250,870	
PRIOR YEARS SURPLUS (DEFICIT)			39,821		39,821	39,821	37,195	
TOTAL REVENUES	226,856	245,222	226,856	258,629	475,039	572,285	584,459	
EXPENSES								
OFFICE OPERATING	250	1,100	15,091	500	15,091	17,290	17,160	
PROFESSIONAL FEES	564	1,000	6,408	600	6,408	5,500	5,600	
BUILDING - OPER & MAINT			2,750		2,750	3,000	3,000	
VEH & EQUIP - OPER & MAINT	9,603	8,840	9,603	8,400	9,603	8,840	8,400	
OTHER OPERATING COSTS	16,131	19,088	198,245	14,593	198,245	220,358	219,906	
WAGES & BENEFITS	198,808	212,695	198,808	234,536	198,808	212,695	234,536	
PROGRAM COSTS			5,181		5,181	60,000	60,000	
CAPITAL EXPENDITURES	1,500	2,500	1,500		1,500	2,500		
TRSF TO RESERVE FUND			5,500		5,500	5,500	5,000	
TOTAL EXPENDITURES	226,856	245,223	443,086	258,629	443,086	535,683	553,602	3.3%
OPERATING SURPLUS (DEFICIT)		(1)	31,953	(1)	31,953	36,602	30,857	



RECREATION PARKS 2015 Proposed Budget

	REGIONAL		PARKS		PARKS		COMMUNITY		AREA A			
	2014 Actuals	Budget	2014	Budget	2014 Actuals	Budget	2014 Actuals	Budget	2014 Actuals	Budget		
	November YTD	2015	November YTI	2015	November YTI	2015	November YTI	2015	November YTI	2015		
REVENUES												
TAX REQUISITION	1,794,602	2,049,822	1,957,748	2,049,822	817,800	892,145	817,800	892,145	162,588	177,369	162,588	182,690
GRANTS	105,259	3,477,120	200,630	3,477,120	145,280	129,907	145,280	129,907				
OPERATING REVENUE	44,296	8,000	8,500	8,000	3,176		3,176					
OTHER REVENUE	240	1,025,000	150,000	1,025,000	89,189	259,083	89,189	259,083				
PRIOR YEARS SURPLUS (DEFICI)	361,703	253,498	361,703	253,498	282,418	282,417	282,418	282,417	36,321	36,321	36,321	32,103
TOTAL REVENUES	2,306,100	6,813,440	2,678,581	6,813,440	1,337,863	1,563,552	1,337,863	1,563,552	198,909	213,690	198,909	214,793
EXPENSES												
OFFICE OPERATING	78,738	99,034	91,260	99,034	59,195	70,240	59,195	70,240	6,955	8,475	6,955	10,553
LEGISLATIVE												
PROFESSIONAL FEES	53,106	103,900	86,000	103,900	31,051	37,800	31,051	37,800	25	2,000	25	17,000
BUILDING - OPER & MAINT	46,273	63,172	62,047	63,172	12,658	23,531	12,658	23,531	7,482	17,000	7,482	17,000
VEH & EQUIP - OPER & MAINT	13,378	32,445	25,645	32,445	37,029	40,400	37,029	40,400	570	525	570	525
OTHER OPERATING COSTS	250,663	369,380	358,122	369,380	141,611	252,138	141,611	252,138	1,457	5,151	1,457	5,151
WAGES & BENEFITS	503,422	669,939	559,141	669,939	419,347	444,063	419,347	444,063	22,555	23,981	22,555	25,232
PROGRAM COSTS									1,500	10,000	1,500	10,000
CAPITAL EXPENDITURES	244,337	4,575,942	665,180	4,575,942	259,352	425,748	259,352	425,748	72	15,200	72	20,040
DEBT - FINANCING - INTEREST	72,477	79,066	79,066	79,066	15,235	20,317	15,235	20,317				
DEBT - FINANCING - PRINCIPAL	63,218	68,965	68,965	68,965	15,627	17,050	15,627	17,050				
CONTINGENCY												
TRSF TO RESERVE FUND	589,180	599,248	589,360	599,248	83,596	83,596	83,596	83,596	73,220	73,220	73,220	83,220
TRSF TO OTHER GOV'T/AGENCI	32,500	150,000	55,000	150,000	12,000	12,000	12,000	12,000				
TOTAL EXPENDITURES	1,947,292	6,811,091	2,639,786	6,811,091	1,086,701	1,426,883	1,086,701	1,426,883	113,836	190,552	113,836	203,721
OPERATING SURPLUS (DEFICIT)	358,808	2,349	38,795	2,349	251,162	136,669	251,162	136,669	85,073	23,138	85,073	11,072



RECREATION PARKS 2015 Proposed Budget

	NORTHERN		COMMUNITY		RECREATION		OCEANSIDE		PLACE		ARENA		RAVENSONG		AQUATIC		CENTER		
	2014 Actuals	November YTI	Budget	2014	Budget	2015	2014 Actuals	November YTI	Budget	2014	Budget	2015	2014 Actuals	November YTI	Budget	2014	Budget	2015	
REVENUES																			
TAX REQUISITION	1,194,722		1,303,333		1,337,313		1,628,591		1,776,645		1,838,828		2,280,554		2,487,877		2,525,074		
GRANTS	10,996		8,500		8,000		1,100		8,500				1,100						
OPERATING REVENUE	279,625		219,820		278,531		543,727		604,600		628,650		567,157		583,295		600,795		
OTHER REVENUE	1,000		1,000		1,000		45,057		34,900		69,304		40,500						
PRIOR YEARS SURPLUS (DEFICIT)	54,949		54,949		84,382		190,192		190,192		53,356		280,424		280,424		163,448		
TOTAL REVENUES	1,541,292		1,587,602		1,709,226		2,408,667		2,614,837		2,590,138		3,169,735		3,351,596		3,289,317		
EXPENSES																			
OFFICE OPERATING	85,326		92,273		100,652		115,943		128,389		127,817		148,534		160,671		152,766		
LEGISLATIVE									600		600				1,000		1,000		
PROFESSIONAL FEES			7,300		8,000		12,979		4,500		6,200		7,750		50,000		20,700		
BUILDING - OPER & MAINT	15,753		19,460		19,460		301,048		367,570		361,070		259,827		289,645		302,345		
VEH & EQUIP - OPER & MAINT	27,773		30,098		30,498		61,600		81,892		86,092		23,712		37,277		37,277		
OTHER OPERATING COSTS	55,610		76,438		76,959		54,921		61,763		56,958		98,762		128,085		126,245		
WAGES & BENEFITS	633,314		698,412		702,693		976,483		1,028,827		1,088,512		1,244,586		1,392,178		1,425,435		
PROGRAM COSTS	293,584		313,111		415,176		19,577		34,750		36,100		43,029		60,400		60,550		
CAPITAL EXPENDITURES	1,857		6,600		10,290		230,192		238,176		219,940		6,228		22,825		25,940		
DEBT - FINANCING - INTEREST							286,488		312,530		312,530		272,322		297,080		297,080		
DEBT - FINANCING - PRINCIPAL							250,297		273,050		273,052		758,739		769,070		769,070		
CONTINGENCY																			
TRSF TO RESERVE FUND			180		180		30,000		30,180		360		40,860		540		33,180		
TRSF TO OTHER GOV'T/AGENCIES	325,312		326,386		330,900														
TOTAL EXPENDITURES	1,438,529		1,570,258		1,694,808		2,339,528		2,562,227		2,569,231		2,904,349		3,208,771		3,251,588		
OPERATING SURPLUS (DEFICIT)	102,763		17,344		14,418		69,139		52,610		20,907		265,386		142,825		37,729		



RECREATION PARKS 2015 Proposed Budget

	GABRIOLA		ISLAND		RECREATION		SOUTHERN		COMMUNITY		WORKS FUND		PROJECTS	
	2014 Actuals November YTD	Budget 2014	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2015
REVENUES														
TAX REQUISITION	87,911	95,903	102,739		1,061,156	1,157,626	1,182,434							
GRANTS	569	520	520		128					112,185	527,100	7,100		
OPERATING REVENUE														
OTHER REVENUE	3,793	3,793	4,722		(311)	(311)	(1,170)				5,150	5,150		
PRIOR YEARS SURPLUS (DEFICIT)														
TOTAL REVENUES	92,273	100,216	107,981		1,060,973	1,157,315	1,181,264			112,185	532,250	12,250		
EXPENSES														
OFFICE OPERATING	1,918	2,141	2,356											
LEGISLATIVE														
PROFESSIONAL FEES	2,170	6,200	8,800							30,721	7,100	7,100		
BUILDING - OPER & MAINT	216	150	150		24,901	24,940	32,770							
VEH & EQUIP - OPER & MAINT	352	641	1,641		6,325	7,060	7,415							
OTHER OPERATING COSTS	17,613	18,643	19,440											
WAGES & BENEFITS														
PROGRAM COSTS	72	200	165							81,464	525,150			
CAPITAL EXPENDITURES														
DEBT - FINANCING - INTEREST														
DEBT - FINANCING - PRINCIPAL														
CONTINGENCY														
TRSF TO RESERVE FUND	3,701	3,701	1,500											
TRSF TO OTHER GOV'T/AGENCIES	67,196	68,540	72,600		1,125,314	1,125,314	1,122,579							
TOTAL EXPENDITURES	93,238	100,216	106,652		1,156,540	1,157,314	1,181,264			112,185	532,250	7,100		
OPERATING SURPLUS (DEFICIT)	(965)		1,329		(95,567)	1								



**RECREATION PARKS
2015 Proposed Budget**

	TOTAL 2014 Actuals YTD	RECREATION Budget 2014	& PARKS Budget 2015	% Change
REVENUES				
TAX REQUISITION	9,027,924	9,848,646	10,188,937	3.5%
GRANTS	376,617	875,157	3,492,740	
OPERATING REVENUE	1,437,981	1,416,215	1,547,976	
OTHER REVENUE	175,986	450,133	1,256,110	
PRIOR YEARS SURPLUS (DEFICIT)	1,209,489	1,209,488	765,710	
TOTAL REVENUES	12,227,997	13,799,639	17,251,473	
EXPENSES				
OFFICE OPERATING	496,609	553,449	567,109	
LEGISLATIVE		1,600	1,600	
PROFESSIONAL FEES	137,802	200,900	233,200	
BUILDING - OPER & MAINT	667,942	804,193	822,388	
VEH & EQUIP - OPER & MAINT	164,278	215,987	235,829	
OTHER OPERATING COSTS	609,701	889,398	938,416	
WAGES & BENEFITS	3,817,320	4,165,245	4,401,649	
PROGRAM COSTS	357,690	418,261	521,826	
CAPITAL EXPENDITURES	823,574	1,899,079	5,046,565	
DEBT - FINANCING - INTEREST	646,522	708,993	704,116	
DEBT - FINANCING - PRINCIPAL	1,087,881	1,128,135	1,128,242	
CONTINGENCY		35,000	15,000	
TRSF TO RESERVE FUND	820,557	780,777	763,439	
TRSF TO OTHER GOV'T/AGENCIES	1,562,322	1,587,240	1,708,079	
TOTAL EXPENDITURES	11,192,198	13,388,257	17,087,458	27.6%
OPERATING SURPLUS (DEFICIT)	1,035,799	411,382	164,015	

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	RECREATION AND PARKS		
SERVICE	OCEANSIDE PLACE MULTIPLEX		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Oceanside Place (2 ½ ice sheets) operates year round with a peak demand ice season between September and April. From May through June, 1 ½ ice sheets are removed and the space is booked for dry floor activities such as lacrosse, high school graduation ceremonies, home show, etc. Ice rentals, registered programs and public skating continue throughout the year on the remaining sheet of ice. The 2 nd ice sheet is installed in July due to demand for ice rentals, hockey and figure skating schools, and training camps.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Investment Per Capita (net operating cost /population (44,427))	\$20.00 - \$40.00	\$25.00	\$25.00
Hours of use available for public use (main rinks)			
Ice	9,978	9,978	9,978
Dry Floor	2,448	2,448	2,448
Hours of use booked for public use (main rinks)			
Ice	7,780 78%	7,350 74%	7,450 75%
Dry Floor	1,000 41%	279 12%	490 20%
Total program opportunities	35	39	40
Total program registrations	750	730	750
Annual public skate admissions	21,600	21,700	22,000
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to focus on cost reduction and revenue generating opportunities in programs and services • Review and develop, if required, an ice allocation policy • Maintain and increase, if possible, sport tourism initiatives related to dry floor and ice use. Continue to encourage and promote nine sport tourism related events at Oceanside Place. • Increase the number of dry floor activities and events during the shoulder season and increase the utilization of dry floor use to 20% • Continue to respond to D69 Commission, RDN Board, industry innovation and community direction in the area of arena services • Develop 'State of Good Repair' project for Oceanside Place • Implement Operational and Efficiency Review • Participate in the RDN Asset Management Planning Group 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	RECREATION AND PARKS		
SERVICE	RAVENSONG AQUATIC CENTRE		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	Ravensong Aquatic Centre consists of a main 25m tank, small leisure pool, 25 person hot tub, steam room and infra-red sauna. RAC operates between 6:00 am and 9:00 pm, seven days per week, with a regular three week maintenance shut down starting mid-August. The centre offers a wide range of aquatic based programs and services for all ages.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Investment Per Capita (net operating cost /population 38,753))	\$50.00- \$75.00	\$64.00	\$64.00
Hours available for use	98% of total hours used	93% of total hours used 4726hrs/5090hrs	95% of total hours used 4798hrs/5050hrs
Total number of registered program opportunities	50-70	57	57
Total number of registered program participants	2,300	2,539	2,600
Total number of registered program attendance	22,448	21,427	22,650
Number of public swim admissions	95,000	89,127	90,550
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to focus on revenue generating opportunities, new programming and partnerships • Monitor and adjust facility hours to maximize facility usage. Take full advantage of multiple booking usage. • Continue to monitor and adapt to revisions to the provincial pool regulations (pool safety plan) • Continue to respond to D69 Commission, RDN Board, industry innovation and community direction in the area of aquatic services • Participate in the RDN Asset Management Planning Group • Implement Operational and Efficiency Review • Develop 'State of Good Repair' project for Ravensong Aquatic Centre 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	RECREATION AND PARKS		
SERVICE	NORTHERN COMMUNITY RECREATION		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Plan, develop and coordinate the delivery of a range of recreation programs and services to all age groups within the communities of Parksville, Qualicum Beach and Electoral Areas E, F, G and H. Recreation services delivery is across 10 sub-sections such as; recreation grants, financial assistance program, inclusion support for individuals with disabilities, summer programs, support for community events and community development initiatives. The department acts as the booking agent for sports fields within the City of Parksville and the Town of Qualicum Beach and School District 69.</p> <p>The department oversees a service contract for additional local programming in Electoral Area F with Arrowsmith Community Recreation Association. Regional District staff act in a resource capacity and monitor the outcomes and performance of the Society.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVE
Total number of program registrations	4,000	2,841	4,000
Total program attendance	16,000	16,776	16,800
Total program opportunities	95-105	96	105
Financial Assistance Program (households supported)	90-145	125	140
Inclusion Support	1000 hours 31 Individuals	800 hours 22 Individuals	900 hours 30 Individuals
Recreation Grants	\$62,500	\$46,772	\$62,500
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to strengthen the working partnerships with Island Health (e.g. Oceanside Health & Wellness Network) • Explore opportunities for partnership in programming and facility access with School District 69 • Implement the final year of the Youth Strategic Plan and evaluate existing programs and services with a goal to identifying services and programs to maintain as we move forward • Continue to participate in the Operational and Efficiency Review and implement resulting recommendations • Expand our parks program offerings to all ages but with a specific focus on the active adult demographic • Continue to focus efforts in Electoral Area H on Community Development and supporting grass roots recreation opportunities 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	RECREATION AND PARKS		
SERVICE	ELECTORAL AREA 'A' RECREATION AND CULTURE		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>In addition to access to recreation facilities and programs offered through the City of Nanaimo, residents of Electoral Area 'A' raise a tax levy for recreation and park services. Currently the Regional District of Nanaimo does not offer Recreation and Culture programs in Electoral Area 'A' through direct programming. The Parks, Recreation and Culture Commission exists as an advisory body to the Regional Board regarding RDN service functions related to parks, recreation and culture for Electoral Area 'A' and oversees an Electoral Area 'A' Grant-in-Aid program supporting recreation and cultural initiatives. The commission may begin to review its function and the Recreation and Culture Master Plan recommendations (completed in 2007) for future implications and changing community needs.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Utilization of Grant-in-Aid program	Full disbursement of available grant funding (\$10,000 annually)	2014 = \$1,940 projected 2013 = \$7,500 2012 = \$7,065 2011 = \$7,625 2010 = \$7,150	Full disbursement of available grant funding
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Advertise, coordinate and administer the Grant-in-Aid program • Directly co-ordinate capital maintenance plan of RDN-owned Cedar Heritage Centre • Oversee year 3 of three-year management contract of Cedar Heritage Centre • Facilitate discussion with Commission regarding the delivery of community recreation services in Electoral Area 'A' as they relate to current and future changes within the communities that make up Electoral Area 'A' • Follow Commission and Board direction on the future operations and use of the Cedar Heritage Centre • Implement Operational and Efficiency Review 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	RECREATION AND PARKS		
SERVICE	ELECTORAL AREA 'B' RECREATION		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	In addition to access to recreation facilities and programs offered through the City of Nanaimo, residents of Gabriola Island raise a tax levy for recreation programming delivered directly on Gabriola Island. The Gabriola Recreation Society provides this island-based recreation programming under a service contract with the Regional District of Nanaimo. Regional District staff act in a resource capacity and monitor the established outcomes and performance of the Society.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Program offerings	Diversity of programs meeting resident demands	Gabriola Recreation Society providing satisfactory annual reports on program offerings	Year 1 of 3 year service contract (2015-2017)
Total number of program registrations	700 - 800	700 - 800	700 - 800
Total program attendance	8,000 - 9,000	8,000 - 9,000 (includes softball league)	8,000 - 9,000
Total program opportunities	50 - 80	65 - 70	65 – 70
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to monitor and evaluate services by the Society as per terms of the three year Agreement via review of annual reports submitted and quarterly meetings with society • Oversee the 2015 – 2017 recreation services delivery agreement between the RDN and the Gabriola Recreation Society • Implement Operational and Efficiency Review 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	RECREATION AND PARKS		
SERVICE	REGIONAL PARKS		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	The Regional Parks Plan is the guiding document for the acquisition of regional park land and trails. At present the Regional District owns or manages 12 Regional Parks comprising 2083 hectares including two campgrounds.		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Acquisition readiness and Capital Planning	Sufficient resources to acquire lands when opportunities arise and to complete large capital projects	Continuously monitoring and reviewing financial plan forecasts	Continue to use financial plan to review financial impacts of property purchases and large capital projects
Management and development documents	Park management plans and agreements in place for all sites	Management Plans in place for 11 of 12 Regional parks Fairwinds Management Plan underway Updating 5 year plan for projects identified in completed management plans	Carry out projects identified in the 5 year project plan Carry out studies and management plan for Beachcomber Finish Fairwinds Management Plan
Trail planning and development	Completion of regional trail system in accordance with Plan documents	Over 70.2 km of trail in place by way of agreement out of a targeted 155 km system Finish Planning for Phase I of the E&N Rail Trail and begin construction Preliminary site plans for Morden Colliery Trail completed	Begin construction for Phase I of the E&N Rail Trail Upgrade the lease and carry out detailed design for the Morden Colliery Trail expansion Begin planning for the construction of the Morden Colliery Bridge
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to seek and use partnerships for new acquisitions • Continue to work with partners and community in initiating/developing management plans and implementing site management actions • Use Regionally Significant Gas Tax Funding for design and construction of the E&N and other Regional Trails • Implement Operational and Efficiency Review 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	RECREATION AND PARKS		
SERVICE	ELECTORAL AREA COMMUNITY PARKS		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Community Parks are generally small lot parcels which have been dedicated through the subdivision process. Many parks are in a natural state. There are in excess of 193 community park and green spaces throughout the seven Regional District electoral areas.</p> <p>Each Electoral Area is supported by an Advisory committee to provide community perspective on the acquisition, development, protection and management of these lands.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Park Planning and Development	<p>Park and trail Development projects carried out in accordance with Electoral Area 5 year plans</p> <p>Parks and Trails Plan in each Electoral Area</p>	<p>Cedar Skate Park (Area A) development completed. Meadowood Way (Area F) completed.</p> <p>Blueback Development Plan (Area E) underway</p> <p>Huxley Development Plan (Area B) underway</p>	<p>Complete Huxley (Area B) & Blueback (Area E) designs and Phase I developments</p> <p>Construction of Picnic Shelter in Meadow Drive (EW/PV)</p> <p>Continue with Community Works Projects</p> <p>Implement the Parks and Trails Strategy for Areas E,F,G,H</p>
Park Maintenance Standards and Risk Management	All parks maintained in accordance with established standards	<p>Research park maintenance standards and risk management in other jurisdictions and Establish inspection and maintenance standards for the RDN</p> <p>Park and Trail design guidelines and construction standards completed</p>	<p>Increase maintenance contracts based on new standards.</p> <p>Continue to use design guidelines in park design</p>
Community Engagement and Partnerships	<p>Regular Advisory Committee meetings</p> <p>Active volunteer participation & strategic partnerships</p> <p>Leverage external sources of funding (grants, etc.)</p>	<p>21 plus Park Advisory meetings in 2014</p> <p>Actively worked with community partners for the installation of projects funded through the Community Recreation Program</p>	<p>Continue to support Advisory Committees</p> <p>Continue working with community partners for the completion of park projects</p>
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Implement the Parks and Trails Design Guidelines for both maintenance and development • Work with Municipal Insurance Association to develop a systematic approach to risk management • Continue review and prioritization of development projects for 5 year financial plans • Use Community Works funds to design and develop Community Trails • Implement Operational and Efficiency Review 			



COMMUNITY PARKS
2015 Proposed Budget

	COMMUNITY 2014 Actuals November YTL	PARK Budget 2014	AREA A Budget 2015	COMMUNITY 2014 Actuals November YTL	PARK Budget 2014	AREA B Budget 2015	COMMUNITY 2014 Actuals November YTL	PARK Budget 2014	AREA C Budget 2015
REVENUES									
TAX REQUISITION	134,429	146,650	163,783	164,752	179,729	184,222	53,001	57,819	60,132
GRANTS	91,413	77,157							
OPERATING REVENUE	28,972	73,083	22,656	251		55,000	126		
OTHER REVENUE	34,462	34,462	8,574	67,567	67,567	39,703	25,739	25,739	28,660
PRIOR YEARS SURPLUS (DEFICIT)									
TOTAL REVENUES	289,276	331,352	195,013	232,570	247,296	278,925	78,866	83,558	88,792
EXPENSES									
OFFICE OPERATING	11,635	12,247	11,753	9,741	11,660	12,836	3,734	4,357	4,924
PROFESSIONAL FEES	7,071	1,000	5,000	11,784	11,800	7,000	4,647	500	5,500
BUILDING - OPER & MAINT	1,440	2,535	2,969	2,394	4,386	4,820	617	1,193	1,411
VEH & EQUIP - OPER & MAINT	9,032	11,515	13,830	4,236	4,315	6,630	2,120	2,156	3,313
OTHER OPERATING COSTS	15,334	27,183	53,047	40,591	60,537	42,398	4,083	14,993	23,425
WAGES & BENEFITS	59,887	63,669	67,216	59,886	63,072	67,189	30,010	31,803	33,565
CAPITAL EXPENDITURES	120,748	151,837	25,607	673	1,597	55,607	337	807	303
DEBT - FINANCING - INTEREST				15,235	20,317	15,440			
DEBT - FINANCING - PRINCIPAL				15,627	17,050	17,155			
TRSF TO RESERVE FUND	33,805	33,805		18,990	18,990	18,000	1,801	1,801	11,801
TRSF TO OTHER GOV'T/AGENCIES	12,000	12,000	12,000						
TOTAL EXPENDITURES	270,952	315,791	191,422	179,157	213,724	247,075	47,349	57,610	84,242
OPERATING SURPLUS (DEFICIT)	18,324	15,561	3,591	53,413	33,572	31,850	31,517	25,948	4,550



COMMUNITY PARKS
2015 Proposed Budget

	COMMUNITY 2014 Actuals November YTE	PARK Budget 2014	AREA C (D) Budget 2015	COMMUNITY 2014 Actuals November YTE	PARK Budget 2014	AREA E Budget 2015	COMMUNITY 2014 Actuals November YTE	PARK Budget 2014	AREA F Budget 2015
REVENUES									
TAX REQUISITION	66,832	72,908	82,124	90,910	99,174	103,141	93,322	101,806	116,000
GRANTS							53,371	52,750	
OPERATING REVENUE	126			251			251		
OTHER REVENUE			25,000	4,019	70,000	53,000	56,197	71,000	
PRIOR YEARS SURPLUS (DEFICIT)	29,574	29,574	10,731	21,167	21,167	20,811	45,104	45,104	19,366
TOTAL REVENUES	96,532	102,482	117,855	116,347	190,341	176,952	248,245	270,660	135,366
EXPENSES									
OFFICE OPERATING	4,441	5,504	5,759	6,756	8,412	9,101	7,154	8,847	9,000
PROFESSIONAL FEES	3,388	20,500	6,500	690	1,000	1,000	2,291	1,000	6,000
BUILDING - OPER & MAINT	1,236	3,193	3,411	1,996	3,286	3,720	1,231	2,636	3,070
VEH & EQUIP - OPER & MAINT	2,120	2,155	3,310	6,813	7,315	7,815	4,236	4,315	4,815
OTHER OPERATING COSTS	10,090	15,218	38,150	7,025	16,540	20,399	14,879	31,290	43,654
WAGES & BENEFITS	30,012	31,783	33,565	59,886	63,666	67,216	59,886	63,666	67,216
CAPITAL EXPENDITURES	337	807	25,303	4,693	71,597	53,607	131,217	140,907	607
DEBT - FINANCING - INTEREST									
DEBT - FINANCING - PRINCIPAL									
TRSF TO RESERVE FUND	8,000	8,000		5,000	5,000	8,950	5,000	5,000	
TRSF TO OTHER GOV'T/AGENCIES									
TOTAL EXPENDITURES	59,624	87,160	115,998	92,859	176,816	171,808	225,894	257,661	134,362
OPERATING SURPLUS (DEFICIT)	36,908	15,322	1,857	23,488	13,525	5,144	22,351	12,999	1,004



COMMUNITY PARKS 2015 Proposed Budget

	COMMUNITY		PARK		AREA G		COMMUNITY		PARK		AREA H		TOTAL		PARKS Budget 2015	Change %
	2014 Actuals November YTD	Budget 2014	Budget 2014	Budget 2014	2014 Actuals November YTD	Budget 2014	Budget 2015	2014 Actuals November YTD	Budget 2014	Budget 2014	Budget 2015	2014 Actuals YTD	Budget 2014			
REVENUES																
TAX REQUISITION	97,726	106,610	110,000		116,828	127,449	150,635					817,800	892,145	970,037		8.7%
GRANTS					496							145,280	129,907			
OPERATING REVENUE	1,922	45,000	32,000		251							3,178		32,000		
OTHER REVENUE												89,188	259,083	155,656		
PRIOR YEARS SURPLUS (DEFICIT)	33,156	33,156	24,717		25,648	25,648	22,809					282,417	282,417	175,371		
TOTAL REVENUES	132,804	184,766	166,717		143,223	153,097	173,444					1,337,863	1,563,552	1,333,064		
EXPENSES																
OFFICE OPERATING	7,478	9,200	9,725		8,257	10,013	10,833					59,196	70,240	73,931		
PROFESSIONAL FEES	590	1,000	1,000		590	1,000	11,000					31,051	37,800	43,000		
BUILDING - OPER & MAINT	2,513	3,676	4,110		1,231	2,626	3,060					12,658	23,531	26,571		
VEH & EQUIP - OPER & MAINT	4,236	4,315	4,315		4,235	4,315	4,815					37,028	40,401	48,843		
OTHER OPERATING COSTS	19,063	29,802	30,658		30,545	56,574	42,938					141,610	252,137	294,669		
WAGES & BENEFITS	59,889	63,666	67,216		59,891	62,740	67,216					419,347	444,065	470,399		
CAPITAL EXPENDITURES	673	56,597	32,607		673	1,597	607					259,351	425,746	194,248		
DEBT - FINANCING - INTEREST												15,235	20,317	15,440		
DEBT - FINANCING - PRINCIPAL												15,627	17,050	17,155		
TRSF TO RESERVE FUND	6,000	6,000	5,000		5,000	5,000	2,000					83,596	83,596	45,751		
TRSF TO OTHER GOV'T/AGENCIES							20,000					12,000	12,000	32,000		
TOTAL EXPENDITURES	100,442	174,256	154,631		110,422	143,865	162,469					1,086,699	1,426,883	1,262,007		(11.6%)
OPERATING SURPLUS (DEFICIT)	32,362	10,510	12,086		32,801	9,232	10,975					251,164	136,669	71,057		



REGIONAL & COMMUNITY UTILITIES 2015 Proposed Budget

	WASTE		WATER		MANAGEMENT		WATER		SUPPLY		COLLECTION		SEWER	
	2014 Actuals November YTD	Budget 2014	Budget 2014	Budget 2014	2014 Actuals November YTD	Budget 2014	Budget 2014	2014 Actuals November YTD	Budget 2014	Budget 2014	2014 Actuals November YTD	Budget 2014	2014 Actuals November YTD	Budget 2015
REVENUES														
TAX REQUISITION	9,431,266	10,288,654	11,100,311	2,130,874	2,328,935	2,583,688	836,429	912,467	836,429	912,467	982,674			
GRANTS	2,055,797	2,590,470	569,126	598,005	410,000	40,000	1,866		1,866					
OPERATING REVENUE	609,906	389,300	471,800	872,233	828,279	829,366	459,373	462,714	459,373	462,714	465,106			
OTHER REVENUE	1,073,234	8,968,003	20,859,089	419,668	2,197,819	2,323,840	240,513	353,515	240,513	353,515	55,410			
PRIOR YEARS SURPLUS (DEFICIT)	1,898,002	1,898,003	1,414,661	854,858	854,857	509,175	181,236	181,237	181,236	181,237	122,472			
TOTAL REVENUES	15,068,205	24,134,430	34,414,987	4,875,638	6,619,890	6,286,069	1,719,417	1,909,933	1,719,417	1,909,933	1,625,662			
EXPENSES														
OFFICE OPERATING	502,006	576,670	607,526	185,988	199,347	216,284	26,195	28,775	26,195	28,775	35,532			
PROFESSIONAL FEES	209,109	1,054,800	895,583	89,988	173,243	236,973	5,731	6,700	5,731	6,700	5,700			
BUILDING - OPER & MAINT	787,814	938,825	1,110,780	153,653	195,175	207,346	19,570	24,001	19,570	24,001	24,455			
VEH & EQUIP - OPER & MAINT	735,655	866,948	893,716	112,963	107,584	121,664	28,607	20,347	28,607	20,347	24,999			
OTHER OPERATING COSTS	1,725,390	2,329,421	2,279,365	341,201	572,363	709,030	808,138	890,193	808,138	890,193	955,463			
WAGES & BENEFITS	2,302,813	2,494,724	2,584,181	1,025,164	1,148,296	1,204,926	193,124	223,268	193,124	223,268	233,538			
PROGRAM COSTS	24,615	38,000	56,500	55,345	118,050	117,850								
CAPITAL EXPENDITURES	3,032,945	13,037,453	21,161,908	1,062,842	2,759,832	2,313,530	211,099	321,268	211,099	321,268	55,850			
DEBT - FINANCING - INTEREST				164,646	196,906	196,273	94,983	106,144	94,983	106,144	111,909			
DEBT - FINANCING - PRINCIPAL				145,822	194,325	248,516	70,896	81,410	70,896	81,410	81,826			
TRSF TO RESERVE FUND	3,294,625	2,058,046	3,433,046	489,838	513,013	445,395	81,508	88,153	81,508	88,153	27,845			
TOTAL EXPENDITURES	12,614,972	23,394,887	33,022,605	3,827,450	6,178,134	6,017,787	1,539,851	1,790,259	1,539,851	1,790,259	1,557,117			
OPERATING SURPLUS (DEFICIT)	2,453,233	739,543	1,392,382	1,048,188	441,756	268,282	179,566	119,674	179,566	119,674	68,545			



REGIONAL & COMMUNITY UTILITIES
2015 Proposed Budget

	STREET		LIGHTING		COMM WORKS		FUND		PROJECTS		TOTAL		REG & COMM		UTILITIES		% Change	
	2014 Actuals		Budget		2014 Actuals		Budget		Budget		2014 Actuals		Budget		Budget			
	November YTD	2014	2014	2015	November YTD	2014	2014	2015	November YTD	2014	2014	YTD	2014	2015	2014	2015		
REVENUES																		
TAX REQUISITION	72,315	78,889	81,247									12,470,884	13,608,945	14,747,920				8.4%
GRANTS	599	515	515			28,726						2,684,993	3,000,985	609,641				
OPERATING REVENUE			10,000									1,941,512	1,680,293	1,766,272				
OTHER REVENUE			27,018									1,733,415	11,519,337	23,248,339				
PRIOR YEARS SURPLUS (DEFICIT)	41,047	41,047										2,975,143	2,975,144	2,073,326				
TOTAL REVENUES	113,961	120,451	118,780			28,726						21,805,947	32,784,704	42,445,498				
EXPENSES																		
OFFICE OPERATING	1,260	1,375	1,375									715,449	806,167	860,717				
PROFESSIONAL FEES			15,000			10,000						314,828	1,234,743	1,153,256				
BUILDING - OPER & MAINT												961,037	1,158,001	1,342,581				
VEH & EQUIP - OPER & MAINT												877,225	994,879	1,040,379				
OTHER OPERATING COSTS	67,055	74,239	77,231									2,941,784	3,866,216	4,021,089				
WAGES & BENEFITS	920	920	920									3,522,021	3,867,208	4,023,565				
PROGRAM COSTS												79,960	156,050	174,350				
CAPITAL EXPENDITURES						18,725						4,325,611	16,118,553	23,531,288				
DEBT - FINANCING - INTEREST												259,629	303,050	308,182				
DEBT - FINANCING - PRINCIPAL												216,718	275,735	330,342				
TRSF TO RESERVE FUND	16,500	21,500	8,000									3,882,471	2,680,712	3,914,286				
TOTAL EXPENDITURES	85,735	98,034	102,526			28,725						18,096,733	31,461,314	40,700,035				29.4%
OPERATING SURPLUS (DEFICIT)	28,226	22,417	16,254			1						3,709,214	1,323,390	1,745,463				

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	REGIONAL AND COMMUNITY UTILITIES								
SERVICE	WASTEWATER MANAGEMENT – SOUTHERN COMMUNITY								
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Wastewater treatment is provided by a primary treatment facility using chemically enhanced treatment processes. The facility serves the City of Nanaimo and the District of Lantzville. Septage disposal is also provided for properties not connected to the plant in these areas and for Electoral Areas A, B and C. The treatment facility in Nanaimo serves a connected population of approximately 90,000 persons.</p> <p>The plant processes the following annual quantities:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Wastewater</td> <td style="width: 50%; text-align: right;">10,356,975 m³</td> </tr> <tr> <td>Septage</td> <td style="text-align: right;">7,802 m³</td> </tr> <tr> <td>Treat and reuse biosolids</td> <td style="text-align: right;">2,746 tonnes</td> </tr> </table>			Wastewater	10,356,975 m ³	Septage	7,802 m ³	Treat and reuse biosolids	2,746 tonnes
Wastewater	10,356,975 m ³								
Septage	7,802 m ³								
Treat and reuse biosolids	2,746 tonnes								
PERFORMANCE INDICATORS									
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES						
Effluent Quality	Ministry permit levels TSS 130 mg/l, BOD 130 mg/l. Current average annual level TSS 67 mg/l, BOD 99 mg/l.	2014 est. 99.3% of samples will meet permit levels 2013 = 98% of samples met permit levels 2012 = 99% of samples met permit levels	100% of samples meet permit levels						
Equipment Reliability	Unplanned emergency maintenance hours	2014 est. 199 call out hours 2013 = 165 call out hours 2012 = 490 call out hours	Reduce by 5%						
Odour Complaints	No odour complaints	2014 est. 7 odour complaints 2013 = 2 odour complaints 2012 = 3 odour complaints	0 odour complaints						
Biogas Utilized	100% – when cogeneration project is complete	2014 est. 45.5% gas utilized 2013 = 38% of gas produced utilized, the remainder wasted (flared)	Utilize 100% of Biogas (sufficient energy to power up to 350 homes)						
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES									
<ul style="list-style-type: none"> • Refine chemically enhanced primary treatment procedures during periods of high BOD and TSS and maintenance periods. • Continue developing the Asset Management/Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement. • Continue to implement a capital works strategy and adjust operational procedures to mitigate on site odours. Respond to odour complaints within 24 hours. • Operate cogeneration facility to utilize 100% of the biogas produced from the site. • Implement Operational Efficiency and Service Review recommendations. 									

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	REGIONAL AND COMMUNITY UTILITIES						
SERVICE	WASTEWATER MANAGEMENT – DUKE POINT						
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>This secondary treatment facility located within the City of Nanaimo serves properties within the Duke Point Industrial Park and a portion of the Cedar Village area. The plant is operated by staff located at the Greater Nanaimo Wastewater Treatment Center. Sludge from this facility is transported to the Greater Nanaimo plant for additional treatment. Current plant capacity is 910 m³/day</p> <p>The plant processes the following annual quantities:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Wastewater</td> <td style="text-align: right;">13,570 m³ (Average daily flow 195 m³)</td> </tr> <tr> <td>Sludge</td> <td style="text-align: right;">408 m³</td> </tr> </table>			Wastewater	13,570 m ³ (Average daily flow 195 m ³)	Sludge	408 m ³
Wastewater	13,570 m ³ (Average daily flow 195 m ³)						
Sludge	408 m ³						
PERFORMANCE INDICATORS							
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES				
Effluent Quality	Ministry permit levels BOD 30mg/l, TSS 30 mg/l. Current average annual level BOD 3 mg/l, TSS 2.5 mg/l.	2014 est. 100% of samples met permit levels 2013 = 93% of samples met permit levels 2012 = 92% of samples met permit levels	100% of samples meet permit levels				
Equipment Reliability	Unplanned emergency maintenance hours	2014 est. 19 call out hours 2013 = 11 call out hours 2012 = 65 call out hours	Reduce by 5%				
Odour Complaints	No odour complaints	2014 est. No odour complaints 2013 = No odour complaints 2012 = No odour complaints	No odour complaints				
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES							
<ul style="list-style-type: none"> • Administer source control strategies aimed at reducing contaminants that industries and businesses discharge into the sanitary sewer system. • Continue developing the Asset Management/Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement. • Respond to odour complaints within 24 hours. • Develop a sewer servicing strategy for Cedar Village. • Implement Operational Efficiency and Service Review recommendations. 							

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	REGIONAL AND COMMUNITY UTILITIES								
SERVICE	WASTEWATER MANAGEMENT – NORTHERN COMMUNITY								
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>The Northern Community Sewage Treatment Service Area serves the municipalities of Parksville, Qualicum Beach and portions of Electoral Areas E and G. The treatment facility at French Creek is a secondary treatment plant serving a population of approximately 26,500 persons. Septage disposal is also provided for properties not connected to the plant in these areas and for Electoral Areas E, F, G and H.</p> <p>The plant processes the following annual quantities:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Wastewater</td> <td style="text-align: right;">3,691,900 m³</td> </tr> <tr> <td>Septage</td> <td style="text-align: right;">7,880 m³</td> </tr> <tr> <td>Treat and reuse of biosolids</td> <td style="text-align: right;">1,067 tonnes</td> </tr> </table>			Wastewater	3,691,900 m ³	Septage	7,880 m ³	Treat and reuse of biosolids	1,067 tonnes
Wastewater	3,691,900 m ³								
Septage	7,880 m ³								
Treat and reuse of biosolids	1,067 tonnes								
PERFORMANCE INDICATORS									
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES						
Effluent Quality	Ministry permit level BOD 45 mg/l, TSS 60 mg/l. Current average annual level BOD 9 mg/l, TSS 18 mg/l.	2014 est. 99.7% of samples will meet permit levels 2013 99.3% of samples met permit levels 2012 100% of samples met permit levels	100% of samples meet permit levels						
Equipment Reliability	Unplanned emergency maintenance hours	2014 est. 227 call out hours 2013 = 322 call out hours 2012 = 354 call out hours	Reduce by 5%						
Odour Complaints	No odour complaints	2014 est. 35 odour complaints 2013 = 16 odour complaints 2012 = 14 odour complaints	0 odour complaints						
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES									
<ul style="list-style-type: none"> • Refine chemically enhanced treatment procedures during maintenance periods and periods of high BOD and TSS. • Continue developing the Asset Management/Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement. • Continue to implement a capital works strategy and adjust operational procedures to mitigate on site odours (trickling filter). Respond to odour complaints within 24 hours. • Implement Operational Efficiency and Service Review recommendations. 									

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	REGIONAL AND COMMUNITY UTILITIES								
SERVICE	WASTEWATER MANAGEMENT – NANOOSE BAY (Fairwinds)								
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>A primary treatment facility located in Fairwinds on the Nanoose Bay Peninsula. The plant currently serves a population of approximately 1,350 persons. The plant is operated by staff located at the French Creek treatment plant. Sludge from this facility is transported to the French Creek treatment plant for additional treatment.</p> <p>The plant processes the following annual quantities:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Wastewater</td> <td style="width: 30%; text-align: right;">76,575 m³</td> <td style="width: 40%;"></td> </tr> <tr> <td>Sludge</td> <td style="text-align: right;">990 m³</td> <td></td> </tr> </table>			Wastewater	76,575 m ³		Sludge	990 m ³	
Wastewater	76,575 m ³								
Sludge	990 m ³								
PERFORMANCE INDICATORS									
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES						
Effluent Quality	Ministry permit levels BOD 100 mg/l, TSS 100 mg/l Current average annual level BOD 60 mg/l, TSS 42 mg/l	2014 est. 100% of samples will meet permit levels 2013 = 98% of samples met permit levels 2012 = 99% of samples met permit levels	100% of samples meet permit levels						
Equipment Reliability	Unplanned emergency maintenance hours	2014 est. 26 call out hours 2013 = 36 call out hours 2012 = 40 call out hours	Reduce by 5%						
Odour complaints	No odour complaints	2014 est. 0 odour complaints 2013 = 0 odour complaints 2012 = 1 odour complaints	0 odour complaints						
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES									
<ul style="list-style-type: none"> • Improve chemically enhanced primary treatment to ensure effluent quality meets Ministry permit requirements. • Continue developing the Asset Management/Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement. • Quantify maintenance and repair costs to determine the annual cost of maintaining “problem” assets versus replacement. • Respond to odour complaints within 24 hours. • Implement operational efficiency and service review recommendations. 									

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	REGIONAL AND COMMUNITY UTILITIES		
SERVICE	LIQUID WASTE MANAGEMENT PLANNING		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>The RDN has an approved Liquid Waste Management Plan (LWMP). An LWMP is a twenty-year plan, approved by the Minister of Environment, which lets local governments establish a reasonable timeframe to develop affordable community-driven solutions for financing and upgrading infrastructure and to meet requirements under the provincial Municipal Wastewater Regulation. It also helps to define how local governments will recover resources from waste, reduce pollution, reduce the volume of flow entering wastewater infrastructure, and manage stormwater. The programs in an approved LWMP are legal commitments.</p> <p>Based on the LWMP, the Ministry of Environment issues Operational Certificates authorizing the discharge of treated effluent.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Implementation of programs in the approved LWMP	Annual monitoring of LWMP implementation.	<p>The Minister of Environment approved the RDN LWMP Amendment in October 2014.</p> <p>The RDN is implementing programs in the LWMP Amendment.</p>	Continue implementing programs in the LWMP Amendment. Monitor progress and achievements.
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Dissolve the Regional Liquid Waste Advisory Committee and establish a new Monitoring Committee to monitor LWMP implementation and prepare an annual LWMP Monitoring Report. • Negotiate Operational Certificates for Greater Nanaimo, French Creek and Nanoose Bay Pollution Control Centres. • Proceed with Cedar and Bowser Village Sewer Servicing Studies according to the 2014 Gas Tax Agreement. • Offer four SepticSmart workshops. Continue partnering with the Onsite Wastewater Management Association of BC (WCOWMA-BC) to enhance delivery of the Septic Maintenance Rebate Program. Provide \$33,500 in Septic Maintenance Rebates to improve the performance of regional onsite systems (\$25,000 from septage receiving fees and \$8,500 from a WCOWMA-BC grant). • Coordinate two Wastewater and Water Collaborative (W3C) meetings between the RDN and member municipalities to discuss commitments in the LWMP Amendment. • Contribute to the Green Building Series Greywater Guidebook. • Review the Sewer Use Regulatory Bylaw No. 1225. • Monitor septage quality to support the Source Control Program and better manage wastes discharged to septage receiving facilities. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	REGIONAL & COMMUNITY UTILITIES										
SERVICE	DRINKING WATER AND WATERSHED PROTECTION										
CURRENT SERVICE LEVEL	<p>The Drinking Water and Watershed Protection program serves the seven Electoral Areas within the Regional District and works in partnership with the member municipalities on measures focused on the protection of the regions water resources.</p> <p>In consultation with the Drinking Water and Watershed Advisory Committee and the Board and in line with the Drinking Water and Watershed Protection Action Plan, this program facilitates activities the following areas;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Public Awareness & Involvement</td> <td style="width: 50%;">5. Water Use Management</td> </tr> <tr> <td>2. Water Resources Inventory and Monitoring</td> <td>6. Water Quality Management</td> </tr> <tr> <td>3. Land Planning & Development</td> <td>7. Climate Change</td> </tr> <tr> <td>4. Watershed Management Planning</td> <td></td> </tr> </table>			1. Public Awareness & Involvement	5. Water Use Management	2. Water Resources Inventory and Monitoring	6. Water Quality Management	3. Land Planning & Development	7. Climate Change	4. Watershed Management Planning	
1. Public Awareness & Involvement	5. Water Use Management										
2. Water Resources Inventory and Monitoring	6. Water Quality Management										
3. Land Planning & Development	7. Climate Change										
4. Watershed Management Planning											
PERFORMANCE INDICATORS											
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES								
Strengthened Land Use Decision Making	Land use decision making policies reflect an understanding of the region's water resources.	<ul style="list-style-type: none"> - Baseline resource mapping completed. Community Watershed Monitoring program established. - Additional mapping, data collection and monitoring programs under development. Water Budget information in place. - Regional Water Use Reporting in place for municipal and RDN water service areas. 	<ul style="list-style-type: none"> - Establish a regional hydrometric and climate monitoring partnership program. - Develop a standardized format for groundwater reporting for land development applications. - Implement Water Use Reporting in remaining water systems and industry. 								
Supporting Residents	Engage and support residents in understanding and protecting the region's water resources.	<ul style="list-style-type: none"> - Rebate programs for water testing, rainwater harvesting and private well upgrades are offered. \$75,000 budgeted in 2014, 255 rebates processed. - Public events and educational opportunities related to water conservation and protection through -Team WaterSmart. \$109,000 budgeted in 2014, 65 events. - School watershed field trips in place. 195 students from 7 classes hosted. 	<ul style="list-style-type: none"> - Continue water testing, rainwater collection and private well upgrade rebates and education programs. - Develop an interactive website that provides current water information and encourages input from residents on issues related to water sustainability. 								
Protecting Watersheds	Watershed management plans developed in partnership with First Nations.	Initiated good working relationships with First Nations, industry, community groups, technical experts and government agencies.	Work with First Nations governments and partners to co-lead the development of the watershed management strategies and prioritization.								
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES											
<ul style="list-style-type: none"> • Strengthen landuse decision making - Expand Community Watershed Mon. Network activities to include stream assessments and flow monitoring. • Deliver rebate and education programs. • Implement Operations Efficiency review recommendations. ▪ Develop watershed partnership with First Nations, Business, Local Government, Citizens. 											

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	REGIONAL & COMMUNITY UTILITIES																				
SERVICE	WATER SUPPLY, SANITARY SEWER COLLECTION, STORMWATER, STREETLIGHTING																				
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	The Water Services Department operates 8 water systems with 3,272 properties (estimated population of 7,852), 7 sanitary sewer collection systems with 2,953 properties (estimated population of 7,100, components of a bulk water distribution system (currently servicing part of the Nanoose Peninsula) two storm-water functions and 8 street lighting systems.																				
<p>5 Year Average (2010-2014) Per Capita Daily Water Consumption by Service Area (litres / day)</p> <table border="1" style="display: none;"> <caption>5 Year Average (2010-2014) Per Capita Daily Water Consumption by Service Area</caption> <thead> <tr> <th>Service Area</th> <th>Consumption (litres/day)</th> </tr> </thead> <tbody> <tr><td>Nanoose Bay</td><td>280</td></tr> <tr><td>Surfside</td><td>310</td></tr> <tr><td>French Creek</td><td>250</td></tr> <tr><td>Decourcey</td><td>240</td></tr> <tr><td>San Pareil</td><td>250</td></tr> <tr><td>W. Creek</td><td>120</td></tr> <tr><td>Eng. River</td><td>390</td></tr> <tr><td>Melrose</td><td>180</td></tr> </tbody> </table>				Service Area	Consumption (litres/day)	Nanoose Bay	280	Surfside	310	French Creek	250	Decourcey	240	San Pareil	250	W. Creek	120	Eng. River	390	Melrose	180
Service Area	Consumption (litres/day)																				
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Melrose	180																				
PERFORMANCE INDICATORS																					
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES																		
Water Quality	Meet Canadian Drinking Water Quality and VIHA standards.	Water systems meet current standards except for aesthetic limits in some areas.	Develop strategies to meet aesthetic standards in all systems.																		
Annual per capita water consumption (see chart above)	25% Reduction in consumption (334 l/d to 250 l/d) by 2030 (Innovative Options & Opportunities for Sustainable Water Use Report 2008 and recently adopted Water Conservation Report)	The 5 year (2010-14) average is 260 litres per capita per day This surpasses the original target of 308 litres per capita per day for 2015	Continue to exceed the planned reduction target for water consumption.																		
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES																					
<ul style="list-style-type: none"> • Establish Storm Water Service Area for the Fairwinds area • Explore water supply strategy for the French Creek WSA with the Town of Qualicum Beach • Review water source and treatment options for Whiskey Creek to meet Island Health requirements • Review water treatment options for San Pareil to meet Island Health requirements • Finalize the establishment of the Westerne Heights Water Service Area 																					



TRANSPORTATION AND SOLID WASTE SERVICES
2015 Proposed Budget

	GABRIOLA		EMERGENCY		WHARF		SOUTHERN		COMMUNITY		TRANSIT		NORTHERN	
	2014 Actuals	Budget	2014	Budget	2015	Budget	2014 Actuals	Budget	2014	Budget	2014 Actuals	Budget	2014	2015
REVENUES														
TAX REQUISITION	5,210	5,684	5,798				7,143,417	7,792,818	8,338,315		846,048	922,962	986,694	
GRANTS							4,858,283	7,474,729	5,865,065		464,398	540,365	567,917	
OPERATING REVENUE							3,774,736	4,272,644	4,413,179		222,603	219,450	225,450	
OTHER REVENUE							1,183,588	2,577,545	2,404,767		365,937	365,937	375,989	
PRIOR YEARS SURPLUS (DEFICI							1,510,386	1,510,386	1,256,267					
TOTAL REVENUES	13,691	14,165	5,798				18,470,410	23,628,122	22,277,593		1,898,986	2,048,714	2,156,050	
EXPENSES														
OFFICE OPERATING	138	150	150				939,135	1,048,681	1,121,841		97,133	105,964	112,875	
PROFESSIONAL FEES		2,000	2,000				4,649	42,000	43,500					
BUILDING - OPER & MAINT							273,247	337,190	343,980					
VEH & EQUIP - OPER & MAINT							3,932,364	5,372,531	5,598,128					
OTHER OPERATING COSTS	390	2,000	2,000				1,611,668	1,894,717	2,054,614		758,984	827,983	854,417	
WAGES & BENEFITS							8,984,125	9,910,836	9,956,683		688,694	870,563	874,411	
CAPITAL EXPENDITURES							719,695	3,543,322	1,593,800					
CONTINGENCY								276,831	276,831					
TRSF TO RESERVE FUND	5,000	5,000	1,648				473,000	475,045	302,045					
TRSF TO OTHER GOV'T/AGENCI														
TOTAL EXPENDITURES	5,528	9,150	5,798				16,937,883	22,901,153	21,291,422		1,544,811	1,804,510	1,841,703	
OPERATING SURPLUS (DEFICIT)	8,163	5,015					1,532,527	726,969	986,171		354,175	244,204	314,347	



TRANSPORTATION AND SOLID WASTE SERVICES
2015 Proposed Budget

	SOLID		WASTE		MANAGEMENT		SOLID WASTE		GARBAGE & RECYCLING		COMMUNITY		
	2014 Actuals November YTI	Budget 2014	Budget 2014	Budget 2015	2014 Actuals November YTI	Budget 2014	Budget 2015	2014 Actuals November YTI	Budget 2014	Budget 2015	2014 Actuals November YTI	WORKS FUNC Budget 2014	PROJECTS Budget 2015
REVENUES													
TAX REQUISITION	326,199	355,853		462,470									
GRANTS	1,090	6,800		6,800							9,032		
OPERATING REVENUE	6,956,211	8,377,750		7,138,784				3,885,176	4,101,993	4,241,757			
OTHER REVENUE	35,357	830,000		2,090,000				19,138	47,495	20,000			
PRIOR YEARS SURPLUS (DEFICIT)	901,876	901,876		1,094,620				176,335	176,335	327,960			
TOTAL REVENUES	8,220,733	10,472,279		10,792,674				4,080,649	4,325,823	4,589,717	9,032		
EXPENSES													
OFFICE OPERATING	548,261	609,322		560,765				272,666	300,993	315,348			
PROFESSIONAL FEES	338,228	778,883		383,000				10,945	30,200	15,000			
BUILDING - OPER & MAINT	163,673	189,355		188,430				2,458	2,681	2,681			
VEH & EQUIP - OPER & MAINT	529,768	797,847		692,418				798	1,485	1,485			
OTHER OPERATING COSTS	1,738,338	2,718,627		2,565,972				3,018,059	3,700,392	3,784,773			
WAGES & BENEFITS	2,777,980	3,191,973		3,013,940				140,800	197,152	192,718			
CAPITAL EXPENDITURES	234,638	1,297,600		2,170,800					1,200	150			
CONTINGENCY													
TRSF TO RESERVE FUND	415,725	417,820		502,095					205	160,205			
TRSF TO OTHER GOV'T/AGENCIES													
TOTAL EXPENDITURES	6,746,611	10,001,427		10,077,420				3,445,726	4,234,308	4,472,360	9,032		
OPERATING SURPLUS (DEFICIT)	1,474,122	470,852		715,254				634,923	91,515	117,357			



TRANSPORTATION AND SOLID WASTE SERVICES
2015 Proposed Budget

	TOTAL TRANSPORTATION & SOLID WASTE			
	2014 Actuals YTD	Budget 2014	Budget 2015	% Change
REVENUES				
TAX REQUISITION	8,320,874	9,077,317	9,793,277	7.9%
GRANTS	5,332,803	8,021,894	6,439,782	
OPERATING REVENUE	14,838,726	16,971,837	16,019,170	
OTHER REVENUE	1,238,083	3,455,040	4,514,767	
PRIOR YEARS SURPLUS (DEFICIT)	2,963,015	2,963,015	3,054,836	
TOTAL REVENUES	32,693,501	40,489,103	39,821,832	
EXPENSES				
OFFICE OPERATING	1,857,333	2,065,110	2,110,979	
PROFESSIONAL FEES	353,822	853,083	443,500	
BUILDING - OPER & MAINT	439,378	529,226	535,091	
VEH & EQUIP - OPER & MAINT	4,462,930	6,171,863	6,292,031	
OTHER OPERATING COSTS	7,127,439	9,143,719	9,261,776	
WAGES & BENEFITS	12,591,599	14,170,524	14,037,752	
CAPITAL EXPENDITURES	954,333	4,842,122	3,764,750	
CONTINGENCY		276,831	276,831	
TRSF TO RESERVE FUND	893,725	898,070	965,993	
TRSF TO OTHER GOV'T/AGENCIES	9,032			
TOTAL EXPENDITURES	28,689,591	38,950,548	37,688,703	(3.2%)
OPERATING SURPLUS (DEFICIT)	4,003,910	1,538,555	2,133,129	

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	TRANSPORTATION and SOLID WASTE SERVICES		
SERVICE	CONVENTIONAL BUS SERVICE – Southern and Northern Communities		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>The Regional District operates and maintains a fleet of 46 conventional buses, including 25 New Flyer Compressed Natural Gas buses (CNG) and 21 New Flyer Diesel buses. The vehicles are equipped with bicycle racks and are accessible to persons with limited mobility (i.e. wheelchairs, small scooters, child strollers).</p> <p>RDN transit is an integrated service connecting communities from Deep Bay in the north to Electoral Area A (Cedar) south of the City of Nanaimo. The amount of service varies between the northern and southern parts of the Regional District, with approximately 90% of the service hours occurring in the southern areas, primarily within the City of Nanaimo.</p> <p>Service is provided for the most part, between 6:20 am and 12:00 pm Monday to Saturday. Service frequency varies, ranging from 15 minute service to every hour, with additional peak time service on weekdays.</p> <p>Revenue hours of service have increased from 102,000 annual hour of service in 2009 to 113,500 annual hours of service in 2014.</p> <p>In 2014 staff implemented 25 CNG buses, a CNG compressor station and a CNG transit shop upgrade.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATORS *	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Ridership	2,750,000	2,805,224	2,950,000
Total Passengers Per Hour	24	25	26
Customer Complaints	20/month	25/month	18/month
*Based upon the Annual Operating Agreements with BC Transit – April 1-March 31 each year			
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue promoting transit to Vancouver Island University • Implement GPS tracking system • Complete service plans for proposed expansions • Develop marketing and fare strategies with a focus on increasing the commuter market • Continue to work with drivers and improve overall system performance to reduce complaints • Upgrade transit bus stop infrastructure, including shelters • Work with BC Transit to activate on board video surveillance system • Implement Fleet Management Software • Implement recommendations from the Operational Efficiencies and Service Review 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	TRANSPORTATION and SOLID WASTE SERVICES		
SERVICE	CUSTOM TRANSIT (handyDART) SERVICE – Southern and Northern Communities		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>The Regional District operates and maintains a fleet of 14 Custom vehicles that provide responsive demand door-to-door service to persons with disabilities severe enough to prevent them from using the Conventional transit system unattended. Service is provided to residents within the same transit service boundaries as Conventional transit.</p> <p>Service is scheduled between the hours of 7:00 am to 6:00 pm Monday to Friday, with more limited service Saturdays and Sundays and no service on statutory holidays. Weekend service is from 9:00 am to 5:00 pm. No weekend service is available in the Northern Communities at this time.</p> <p>In 2014, staff attended a variety of public consultations introducing the new ARBOC low floor bus and the service expansion to Custom Transit. Specifically, staff went to group homes, not-for-profits and businesses throughout the RDN, Nanaimo, Parksville and Lantzville promoting Custom Transit.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATORS*	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
Rides Per Hour	2.1	2.2	2.5
Total Passengers	55,000	56,705	65,000
*Based upon StrataGen software and the Annual Operating Agreement with BC Transit (Apr 1–Mar 31 annually)			
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Continue to meet with key stakeholder groups, user groups and supporting groups that utilize handyDART services to ensure opportunities for access to the system are realized through open communication, dialogue and education. • Research dispatching software and develop implementation plan. • Continue to work with the drivers group to increase rides per hour and cost recovery. • Implement a Taxi Saver and Taxi Supplement program in Parksville and Qualicum Beach. • Work with First Nations within the RDN to provide handyDART service to respective areas. • Implement recommendations from the Operational Efficiencies and Service Review. 			

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	TRANSPORTATION & SOLID WASTE SERVICES				
SERVICE	SOLID WASTE MANAGEMENT - FACILITIES				
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	The Regional Landfill and Church Road Transfer Station provide solid waste disposal services to a population of 150,000. The facilities are open seven days per week except for Statutory Holidays.				
ACTIVITY LEVELS	MSW (Tonnes)	Recyclables (Tonnes)	Loads	Fees	
	2010	63,700	13,000	171,800	\$7.9 M
	2011	56,600	11,900	168,200	\$7.4 M
	2012	55,000	11,700	173,000	\$7.5 M
	2013	53,201	11,310	170,000	\$7.8 M
	2014	51,000	11,150	168,700	\$7.0 M
PERFORMANCE INDICATORS					
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES		
Compliance with MOE Operating Certificate(OC)	OC compliance	Design & Operations Plan approved by MOE as amendment to SWMP	Implement projects in D&O Plan		
Compliance with MOE OC - Leachate Impact	No off-site impacts	Off-site impacts	Impacts reduced due to 2011 Cell One Closure. Leachate generation reduced by 50% since 2011.		
Odour Complaints	No off-site odours	No odour complaints at RL or CRTS	No odour complaints		
Greenhouse Gases (eCO ₂)	75% reduction (tpy eCO ₂)	40% reduction (30,000 tpy eCO ₂)	45% reduction (35,000 tpy eCO ₂)		
LFG Collection Efficiency	MOE compliance of 75% collection by 2016	69% collection efficiency in 2013	75% collection		
KEY ACTIONS TO MEET 2015 PERFORMANCE OBJECTIVES					
<ul style="list-style-type: none"> • Engineering and construction of new Operations Building and Maintenance Building • Detailed design of new Operations Building and Maintenance Building (CF 2013) • Interim closure cell one, phase two • Implement Operational Efficiency and Service Review 					

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2015**

AREA	TRANSPORTATION & SOLID WASTE SERVICES																																	
SERVICE	SOLID WASTE MANAGEMENT – PLANNING (ZERO WASTE)																																	
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	As part of the Solid Waste Management Service, staff develops and implements plans and policies to minimize the need for regional waste disposal capacity by investigating residual disposal options, delivering Zero Waste programs and coordinating actions related to illegal dumping enforcement.																																	
ACTIVITY LEVELS	<p>Waste Stream Management License (WSML)</p> <ul style="list-style-type: none"> - 12 WSMLs; 4 applications pending - 24 inspections in 2014; no significant non-compliance <p>Illegal Dumping</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><i>Total # of Sites</i></th> <th style="text-align: center;"><i># Community Clean Ups</i></th> <th style="text-align: center;"><i>Total Tonnes Recovered</i></th> <th style="text-align: center;"><i>Warning Signs Posted</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2010</td> <td style="text-align: center;">118</td> <td style="text-align: center;">12</td> <td style="text-align: center;">41</td> <td style="text-align: center;">38</td> </tr> <tr> <td style="text-align: center;">2011</td> <td style="text-align: center;">117</td> <td style="text-align: center;">13</td> <td style="text-align: center;">55</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">2012</td> <td style="text-align: center;">120</td> <td style="text-align: center;">15</td> <td style="text-align: center;">43</td> <td style="text-align: center;">60</td> </tr> <tr> <td style="text-align: center;">2013</td> <td style="text-align: center;">143</td> <td style="text-align: center;">17</td> <td style="text-align: center;">30</td> <td style="text-align: center;">65</td> </tr> <tr> <td style="text-align: center;">2014</td> <td style="text-align: center;">113</td> <td style="text-align: center;">15</td> <td style="text-align: center;">33</td> <td style="text-align: center;">68</td> </tr> </tbody> </table>					<i>Total # of Sites</i>	<i># Community Clean Ups</i>	<i>Total Tonnes Recovered</i>	<i>Warning Signs Posted</i>	2010	118	12	41	38	2011	117	13	55	55	2012	120	15	43	60	2013	143	17	30	65	2014	113	15	33	68
	<i>Total # of Sites</i>	<i># Community Clean Ups</i>	<i>Total Tonnes Recovered</i>	<i>Warning Signs Posted</i>																														
2010	118	12	41	38																														
2011	117	13	55	55																														
2012	120	15	43	60																														
2013	143	17	30	65																														
2014	113	15	33	68																														
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES																															
Region-wide diversion rate	50% Provincial	2014 = 68%	2015 = 70%																															
Region-wide per capita waste disposal	2010 CDN = 729 kg/c/year 2010 BC = 587 kg/c/year 2010 RDN = 410 kg/c/year	2014 = 340 kg/c/year 2013 = 350 kg/c/year 2012 = 350 kg/c/year 2011 = 379 kg/c/year	2015 = 345 kg/c/year																															
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES																																		
<ul style="list-style-type: none"> • Review, update and amend the 2004 Solid Waste Management Plan (Zero Waste & Residual Disposal) to identify additional diversion options as required by the Ministry of Environment. • Undertake public consultation on the results of the SWMP review and update for completion in 2015. • Ensure that private and non-profit waste management and recycling facilities licensed under Bylaw 1386 are operating in compliance with approved site operating plans. • Note: Minor increase in per capita disposal expected as a result of not proceeding with organics ban enforcement. 																																		

**REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN - 2015**

AREA	TRANSPORTATION and SOLID WASTE SERVICES		
SERVICE	RESIDENTIAL GARBAGE, FOOD WASTE & RECYCLING COLLECTION PROGRAM		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Curbside collection service of residential waste is provided to over 27,500 single family and equivalent homes throughout the service area. The collection is provided through a private sector contractor.</p> <p>Garbage, food waste and recycling collection is to approximately 23,600 single family households and equivalents within the Electoral Areas, the City of Parksville, and District of Lantzville.</p> <p>Food waste and recycling service only is provided to approximately 3,950 households within the Town of Qualicum Beach.</p> <p>The program prepares and distributes public education materials to promote Zero Waste as a reduction goal.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2015 PERFORMANCE OBJECTIVES
User Rates	<ul style="list-style-type: none"> • Island municipalities providing garbage and food waste collection range from (2014 rates) – \$118/year to \$168/year • City of Nanaimo – \$128.50/year • Town of Ladysmith – \$168/year 	\$133.20/year	\$121.50/year
Disposal Rate	2009 – 276 kg/hh/yr	170 kg/hh/yr	165 kg/hh/year
KEY ACTIONS TO ACHIEVE 2015 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> • Work with Multi-Material BC, collection contractor, municipal partners and residents in meeting our obligations for collecting packaging and printed paper in accordance with the BC Recycling Regulation. • Promote and monitor the implementation of the new online collection schedule and collection reminder system. • Prepare and distribute 3 editions of the Zero Waste collection program newsletter. • Maintain web content for garbage & recycling/zero waste programs. • Implement operational efficiency and service review. 			



**2015 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

Appendix L1

	2014 Final		2015 Proposed		Change from 2014		Changed Service Levels	Other Jurisdictions	Existing Service Levels
City Of Nanaimo									
General Services Tax cost per \$100,000	14,792,344	16,212,018	1,419,674	9.6%			977,816	0	441,858
Regional Parcel Taxes	\$91.20	\$100.40					6.6%	0.0%	3.0%
Regional Parks	\$13.00	\$13.00							
Drinking Water/Watershed Protection	\$5.00	\$6.00							
	\$109.20	\$119.40							
	\$7.10	\$10.20							
District of Lantzville									
General Services Tax cost per \$100,000	723,402	771,173	47,771	6.6%			29,971	(4,690)	22,490
Regional Parcel Taxes	\$94.70	\$101.00					4.1%	-0.6%	3.1%
Regional Parks	\$13.00	\$13.00							
Drinking Water/Watershed Protection	\$5.00	\$6.00							
	\$112.70	\$120.00							
	\$6.80	\$7.30							
City Of Parksville									
General Services Tax cost per \$100,000	4,525,828	4,832,075	306,247	6.8%			143,898	0	162,349
Regional Parcel Taxes	\$172.20	\$185.00					3.2%	0.0%	3.6%
Regional Parks	\$13.00	\$13.00							
Drinking Water/Watershed Protection	\$8.00	\$8.00							
District 69 Community Justice	\$4.50	\$4.66							
	\$197.70	\$210.66							
	\$14.96	\$12.96							
Town of Qualicum Beach									
General Services Tax cost per \$100,000	3,215,530	3,369,695	154,165	4.8%			104,166	0	49,999
Regional Parcel Taxes	\$155.00	\$163.00					3.2%	0.0%	1.6%
Regional Parks	\$13.00	\$13.00							
Drinking Water/Watershed Protection	\$8.00	\$8.00							
District 69 Community Justice	\$4.50	\$4.66							
	\$180.50	\$188.66							
	\$8.16	\$8.16							



**2015 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

Appendix L2

	2014 Final		2015 Proposed		Change from 2014		Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A									
General Services Tax cost per \$100,000	1,786,764	1,889,470	102,706	5.7%			56,193	18,092	28,421
Regional Parcel Taxes	\$145.30	\$154.70					3.1%	1.0%	1.6%
Regional Parks	\$13.00	\$13.00							
Drinking Water/Watershed Protection	\$8.00	\$8.00							
	\$166.30	\$175.70							
	\$6.60	\$9.40							
Electoral Area B									
General Services Tax cost per \$100,000	1,019,134	1,084,247	65,113	6.4%			38,328	16,755	10,030
Regional Parcel Taxes	\$83.40	\$89.40					3.8%	1.6%	1.0%
Regional Parks	\$13.00	\$13.00							
Drinking Water/Watershed Protection	\$8.00	\$8.00							
	\$104.40	\$110.40							
	\$4.20	\$6.00							
Electoral Area C									
General Services Tax cost per \$100,000	983,636	1,040,978	57,342	5.8%			33,525	6,692	17,125
Regional Parcel Taxes	\$138.00	\$147.90					3.4%	0.7%	1.7%
Regional Parks	\$13.00	\$13.00							
Drinking Water/Watershed Protection	\$8.00	\$8.00							
	\$159.00	\$168.90							
	\$9.40	\$9.90							
Electoral Area E									
General Services Tax cost per \$100,000	2,036,432	2,128,255	91,823	4.5%			45,407	14,528	31,888
Regional Parcel Taxes	\$109.00	\$114.00					2.2%	0.7%	1.6%
Regional Parks	\$13.00	\$13.00							
Drinking Water/Watershed Protection	\$8.00	\$8.00							
Economic Development Northern Community District 69 Community Justice	\$1.67	\$2.08							
	\$4.50	\$4.66							
	\$136.17	\$141.74							
	\$2.36	\$5.57							



**2015 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

Appendix L3

	2014 Final	2015 Proposed	Change from 2014	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area F						
General Services Tax cost per \$100,000	1,829,215	1,908,603	79,388 4.3%	41,791 2.3%	13,295 0.7%	24,302 1.3%
Regional Parcel Taxes	\$148.40	\$155.60				
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$1.67	\$2.08				
District 69 Community Justice	\$4.50	\$4.66				
	\$175.57	\$183.34				
	\$5.56	\$7.77				
Electoral Area G						
General Services Tax cost per \$100,000	2,362,874	2,470,527	107,653 4.6%	80,461 3.4%	14,939 0.6%	12,253 0.5%
Regional Parcel Taxes	\$150.40	\$157.10				
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$1.67	\$2.08				
District 69 Community Justice	\$4.50	\$4.66				
	\$177.57	\$184.84				
	\$4.56	\$7.27				
Electoral Area H						
General Services Tax cost per \$100,000	1,440,443	1,500,235	59,792 4.2%	48,802 3.4%	8,051 0.6%	2,939 0.2%
Regional Parcel Taxes	\$144.90	\$151.30				
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$1.67	\$2.08				
District 69 Community Justice	\$4.50	\$4.66				
	\$172.07	\$179.04				
	\$2.96	\$6.97				
General Services Tax Revenues	34,715,602	37,207,276				
Local Services Tax Revenues	4.9%	7.2%				
Tax Revenues/Municipal Participation Agreements	7,496,333	8,048,864				
	42,211,935	45,256,140				
	5.2%	7.2%				



2015
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											
2015	\$ 100	\$ 101	\$ 185	\$ 163	\$ 155	\$ 89	\$ 148	\$ 114	\$ 156	\$ 157	\$ 151
2014	\$ 91	\$ 95	\$ 172	\$ 155	\$ 145	\$ 83	\$ 138	\$ 109	\$ 149	\$ 151	\$ 145
Change per \$100,000	\$ 9	\$ 6	\$ 13	\$ 8	\$ 10	\$ 6	\$ 10	\$ 5	\$ 7	\$ 6	\$ 6
Regional Parcel Taxes											
2015	\$ 19	\$ 19	\$ 26	\$ 26	\$ 21	\$ 21	\$ 21	\$ 28	\$ 28	\$ 28	\$ 28
2014	\$ 18	\$ 18	\$ 26	\$ 26	\$ 21	\$ 21	\$ 21	\$ 27	\$ 27	\$ 27	\$ 27
Change per property	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	\$ 1
Total change at \$100,000	\$ 10	\$ 7	\$ 13	\$ 8	\$ 10	\$ 6	\$ 10	\$ 6	\$ 8	\$ 7	\$ 7
Total change at \$200,000	\$ 19	\$ 13	\$ 26	\$ 16	\$ 20	\$ 12	\$ 20	\$ 11	\$ 15	\$ 13	\$ 13
Total change at \$300,000	\$ 28	\$ 19	\$ 39	\$ 24	\$ 30	\$ 18	\$ 30	\$ 16	\$ 22	\$ 19	\$ 19
Total change at \$400,000	\$ 37	\$ 25	\$ 52	\$ 32	\$ 40	\$ 24	\$ 40	\$ 21	\$ 29	\$ 25	\$ 25

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N1

	City Of Nanaimo Final 2013	City Of Nanaimo Final 2014	City Of Nanaimo Proposed 2015	Changed Service Level
Administration	431,442	447,333	490,441	42,036
Grants In Aid	244,965	38,165	245,756	217,895
Regional Growth Strategy	222,788	227,968	241,139	
Southern Community Transit	6,858,938	7,542,937	8,057,270	299,551
Solid Waste Management	191,942	196,405	255,259	
Regional Parks - Operations	564,325	623,803	673,708	41,741
Regional Parks - Acquisitions	429,351	432,549	435,539	
Wastewater Southern Community	4,631,871	4,988,285	5,487,940	340,825
Liquid Waste Management Planning	83,971	85,923	90,222	
Drinking Water/Watershed Protection	139,260	175,250	201,018	25,768
D68 Search & Rescue	33,726	33,726	33,726	0
Regional District General Services Requisition	\$13,832,579	\$14,792,344	\$16,212,018	\$967,816
Percent Change Year over Year	6.5%	6.9%	9.6%	6.5%
LOCAL SERVICE AREAS				
Duke Point Wastewater	190,475	201,904	218,056	

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF TAX RATES**

Appendix N1

	City Of Nanaimo	City Of Nanaimo	City Of Nanaimo	Changed Service Level
	Final 2013	Final 2014	Proposed 2015	
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.015	0.002	0.016	0.014
Regional Growth Strategy	0.014	0.014	0.015	
Southern Community Transit	0.431	0.476	0.509	0.019
Solid Waste Management	0.012	0.012	0.016	
Regional Parks	0.035	0.039	0.043	0.003
Wastewater Southern Community	0.291	0.315	0.347	0.022
Liquid Waste Management Planning	0.005	0.005	0.006	
D68 Search & Rescue	0.021	0.021	0.021	
Regional District General Services Rate	0.851	0.912	1.004	0.061
General Services Cost per \$100,000	\$85.10	\$91.20	\$100.40	\$6.10
Regional Parcel Taxes	\$17.00	\$18.00	\$19.00	1.00
Current Year Cost at \$100,000	\$102.10	\$109.20	\$119.40	\$7.10
Dollar Change Year over Year	\$6.90	\$7.10	\$10.20	
Percent Change Year over Year	7.2%	7.0%	9.3%	6.5%

Cost per \$100,000	\$102	\$109	\$119	\$10
Cost per \$200,000	\$187	\$200	\$220	\$20
Cost per \$300,000	\$272	\$292	\$320	\$28
Cost per \$400,000	\$357	\$383	\$421	\$38

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N2

	District of Lantzville	District of Lantzville	District of Lantzville	Changed Service Level
	Final 2013	Final 2014	Proposed 2015	
Administration	20,087	21,116	23,178	1,986
Grants In Aid	11,405	1,801	11,614	10,297
Building Inspection	16,334	17,723	18,446	
Regional Growth Strategy	9,957	10,261	10,862	
House Numbering	1,657	1,708	1,709	
Hazardous Properties	636	673	687	
Unightly Premises	582	628	647	
Southern Community Transit	91,553	100,222	118,486	4,405
Solid Waste Management	8,579	8,840	11,496	
Animal Control Area A,B,C, Lantzville	11,635	12,214	12,471	
Regional Parks - Operations	24,247	26,802	28,947	1,793
Regional Parks - Acquisitions	19,227	19,279	19,279	
Southern Community Recreation	355,502	380,353	381,150	797
Wastewater Southern Community	42,065	59,565	67,217	4,175
Liquid Waste Management Planning	3,753	3,867	4,063	
Drinking Water/Watershed Protection	6,144	7,700	8,898	1,198
D68 Search & Rescue	1,449	1,449	1,449	
D68 Emergency 911	21,565	24,192	24,822	630
Emergency Planning	20,745	21,708	22,449	
Noise Control	3,215	3,301	3,303	
Regional District General Services Requisition	\$670,337	\$723,402	\$771,173	\$25,281
Percent Change Year over Year	-1.1%	7.9%	6.6%	3.5%

REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF TAX RATES

Appendix N2

	District of Lantzville	District of Lantzville	District of Lantzville	Changed Service Level
	Final 2013	Final 2014	Proposed 2015	
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.015	0.002	0.016	0.014
Building Inspection	0.022	0.024	0.025	
Regional Growth Strategy	0.013	0.014	0.015	
House Numbering	0.002	0.002	0.002	
Hazardous Properties	0.001	0.001	0.001	
Unightly Premises	0.001	0.001	0.001	
Southern Community Transit	0.124	0.134	0.158	0.006
Solid Waste Management	0.012	0.012	0.015	
Animal Control Area A,B,C,Lantzville	0.016	0.016	0.017	
Noise Control	0.004	0.004	0.004	
Regional Parks	0.033	0.036	0.039	0.002
Southern Community Recreation	0.480	0.508	0.509	0.001
Wastewater Southern Community	0.057	0.080	0.090	0.006
Liquid Waste Management Planning	0.005	0.005	0.005	
D68 Search & Rescue	0.020	0.019	0.019	
D68 Emergency 911	0.029	0.032	0.033	0.001
Emergency Planning	0.028	0.029	0.030	
Regional District General Services Rate	0.889	0.947	1.010	0.033
General Services Cost per \$100,000	\$88.90	\$94.70	\$101.00	\$3.30
Regional Parcel Taxes	\$17.00	\$18.00	\$19.00	1.00
Current Year Cost at \$100,000	\$105.90	\$112.70	\$120.00	\$4.30
Dollar Change Year over Year	\$6.10	\$6.80	\$7.30	
Percent Change Year over Year	6.1%	6.4%	6.5%	3.8%
Cost per \$100,000	\$106	\$113	\$120	\$7
Cost per \$200,000	\$195	\$207	\$221	\$14
Cost per \$300,000	\$284	\$302	\$322	\$20
Cost per \$400,000	\$373	\$397	\$423	\$26

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N3

	City Of Parksville Final 2013	City Of Parksville Final 2014	City Of Parksville Proposed 2015	Changed Service Level
Administration	69,143	71,406	78,013	6,686
Grants In Aid	42,070	7,848	41,504	34,660
D69 Community Justice	21,536	28,965	30,352	1,358
Regional Growth Strategy	33,695	34,415	36,344	
Northern Community Economic Development	11,115	13,570	13,589	
Northern Community Transit	384,690	431,565	465,028	
Solid Waste Management	29,030	29,650	38,467	
Regional Parks - Operations	80,646	89,146	96,277	5,965
Regional Parks - Acquisitions	83,759	84,071	84,591	
Northern Community Recreation	246,543	265,003	272,088	1,442
Oceanside Place	431,546	468,274	501,320	1,554
Ravensong Aquatic Centre	746,631	764,334	766,837	1,731
Liquid Waste Management Planning	12,700	12,971	13,596	
Wastewater Northern Community	1,843,957	2,022,014	2,193,299	91,846
Drinking Water/Watershed Protection	46,557	53,400	52,056	(1,344)
D69 Emergency 911	137,235	149,196	148,714	
Regional District General Services Requisition	\$4,220,853	\$4,525,828	\$4,832,075	\$143,898
Percent change year over year	7.6%	7.2%	6.8%	3.2%

REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF TAX RATES

Appendix N3

	City Of Parksville Final 2013	City Of Parksville Final 2014	City Of Parksville Proposed 2015	Changed Service Level
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.016	0.003	0.016	0.014
Regional Growth Strategy	0.013	0.014	0.014	
Northern Community Economic Development	0.004	0.005	0.005	
Northern Community Transit	0.151	0.170	0.185	
Solid Waste Management	0.011	0.012	0.015	
Regional Parks	0.032	0.035	0.038	0.002
Northern Community Recreation	0.097	0.105	0.108	0.001
Oceanside Place	0.169	0.185	0.199	0.001
Ravensong Aquatic Centre	0.293	0.302	0.304	0.001
Liquid Waste Management Planning	0.005	0.005	0.005	
Wastewater Northern Community	0.723	0.799	0.871	0.036
D69 Emergency 911	0.054	0.059	0.059	0.000
Regional District General Services Rate	1.595	1.722	1.850	0.058
General Services Cost per \$100,000	\$159.50	\$172.20	\$185.00	\$5.80
Regional Parcel Taxes	\$23.24	\$25.50	\$25.66	0.16
Current Year Cost at \$100,000	\$182.74	\$197.70	\$210.66	\$5.96
Dollar Change Year over Year	\$13.94	\$14.96	\$12.96	
Percent Change Year over Year	8.3%	8.2%	6.6%	3.0%
Cost per \$100,000	\$183	\$198	\$211	\$13
Cost per \$200,000	\$342	\$370	\$396	\$26
Cost per \$300,000	\$502	\$542	\$581	\$39
Cost per \$400,000	\$661	\$714	\$766	\$52

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N4

	Town Of Qualicum Beach Final 2013	Town Of Qualicum Beach Final 2014	Town Of Qualicum Beach Proposed 2015	Changed Service Level
Administration	55,075	56,222	61,703	5,288
Grants In Aid	32,705	6,258	33,141	27,413
D69 Community Justice	15,375	21,401	22,428	1,004
Regional Growth Strategy	25,661	26,050	27,578	
Northern Community Economic Development	7,935	10,026	10,041	
Northern Community Transit	188,339	176,276	189,314	
Solid Waste Management	22,108	22,443	29,185	
Regional Parks - Operations	58,493	64,658	69,831	4,326
Regional Parks - Acquisitions	61,659	62,114	62,504	
Northern Community Recreation	196,379	208,654	215,200	1,141
Oceanside Place	343,739	347,674	352,515	1,093
Ravensong Aquatic Centre	594,714	620,710	644,364	1,455
Liquid Waste Management Planning	9,672	9,819	10,315	
Wastewater Northern Community	1,381,000	1,427,529	1,485,491	62,206
Drinking Water/Watershed Protection	33,236	38,224	38,464	240
D69 Emergency 911	109,312	117,472	117,621	
Regional District General Services Requisition	\$3,135,402	\$3,215,530	\$3,369,695	\$104,166
Percent Change Year over Year	3.0%	2.6%	4.8%	3.2%

REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF TAX RATES

Appendix N4

	Town Of Qualicum Beach Final 2013	Town Of Qualicum Beach Final 2014	Town Of Qualicum Beach Proposed 2015	Changed Service Level
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.016	0.003	0.017	0.014
Regional Growth Strategy	0.013	0.013	0.014	
Northern Community Economic Development	0.004	0.005	0.005	
Northern Community Transit	0.093	0.088	0.095	
Solid Waste Management	0.011	0.011	0.015	
Regional Parks	0.029	0.032	0.035	0.002
Northern Community Recreation	0.097	0.105	0.108	0.001
Oceanside Place	0.169	0.174	0.177	0.001
Ravensong Aquatic Centre	0.293	0.311	0.323	0.001
Liquid Waste Management Planning	0.005	0.005	0.005	
Wastewater Northern Community	0.680	0.716	0.746	0.031
D69 Emergency 911	0.054	0.059	0.059	
Regional District General Services Rate	1.491	1.550	1.630	0.053
General Services Cost per \$100,000	\$149.10	\$155.00	\$163.00	\$5.30
Regional Parcel Taxes	\$23.24	\$25.50	\$25.66	0.16
Current Year Cost at \$100,000	\$172.34	\$180.50	\$188.66	\$5.46
Dollar Change Year over Year	\$7.74	\$8.16	\$8.16	
Percent Change Year over Year	4.7%	4.7%	4.5%	3.0%
Cost per \$100,000	\$172	\$181	\$189	\$8
Cost per \$200,000	\$321	\$336	\$352	\$16
Cost per \$300,000	\$471	\$491	\$515	\$24
Cost per \$400,000	\$620	\$646	\$678	\$32

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N5

	Elect Area A Final 2013	Elect Area A Final 2014	Elect Area A Proposed 2015	Changed Service Level
Administration	32,085	33,893	37,142	3,184
Grants In Aid	18,217	2,891	18,611	16,502
Electoral Areas Administration	48,925	53,072	56,810	5,951
Southern Community Restorative Justice	3,577	4,655	4,653	
Cedar Community Policing	-2,000	0	0	
Electoral Area Community Planning	211,482	222,813	231,497	
Regional Growth Strategy	18,022	18,589	19,655	
House Numbering	2,647	2,742	2,739	
Southern Community Economic Development	49,005	56,602	61,044	
Hazardous Properties	1,017	1,080	1,101	
Unightly Premises	930	1,007	1,036	
Southern Community Transit	110,234	113,756	123,314	4,585
Solid Waste Management	15,527	16,016	20,811	
Animal Control Area A,B,C, Lantzville	18,584	19,605	19,984	
Regional Parks - Operations	49,053	54,223	58,561	3,628
Regional Parks - Acquisitions	37,713	37,687	37,817	
Community Parks	125,240	146,650	163,783	18,000
Southern Community Recreation	370,451	389,882	401,449	11,567
Electoral Area A Recreation	152,785	177,369	182,690	
Port Theatre/Cultural Centre Contribution	14,460	14,677	14,897	
Liquid Waste Management Planning	6,793	7,007	7,356	
Drinking Water/Watershed Protection	29,043	25,792	23,272	(2,520)
D68 Search & Rescue	2,932	2,932	2,932	
D68 Emergency 911	34,446	38,831	39,776	945
Emergency Planning	33,168	35,251	35,923	
Noise Control	5,720	6,178	6,610	
Regional District General Services Requisition	\$1,390,056	\$1,483,200	\$1,573,463	\$61,842
Vancouver Island Regional Library	281,167	303,564	316,007	12,443
Total Requisition	\$1,671,223	\$1,786,764	\$1,889,470	\$74,285
Percent change year over year	5.6%	6.9%	5.7%	4.2%

LOCAL SERVICE AREAS			
Cassidy Waterloo Fire	191,855	191,855	169,363
Cedar Estates Stormwater	4,725	4,725	4,725

REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF TAX RATES

Appendix N5

	Elect Area A Final 2013	Elect Area A Final 2014	Elect Area A Proposed 2015	Changed Service Level
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.015	0.002	0.016	0.014
Electoral Area Administration	0.041	0.044	0.047	0.005
Southern Community Restorative Justice	0.003	0.004	0.004	
Cedar Community Policing	-0.002	0.000	0.000	
Electoral Area Community Planning	0.179	0.185	0.193	
Building Inspection	0	0	0	
Regional Growth Strategy	0.015	0.015	0.016	
House Numbering	0.002	0.002	0.002	
Southern Community Economic Development	0.041	0.047	0.051	
Unightly Premises(Old)	0	0	0	
Hazardous Properties	0.001	0.001	0.001	
Unightly Premises	0.001	0.001	0.001	
Southern Community Transit	0.093	0.095	0.103	0.004
Solid Waste Management	0.013	0.013	0.017	
Animal Control Area A,B,C,Lantzville	0.016	0.016	0.017	
Noise Control	0.005	0.005	0.006	
Regional Parks	0.041	0.045	0.049	0.003
Community Parks	0.106	0.122	0.137	0.015
Southern Community Recreation	0.313	0.324	0.335	0.011
Area A Recreation & Culture	0.129	0.148	0.152	
Port Theatre/Cultural Centre Contribution	0.012	0.012	0.012	
Liquid Waste Management Planning	0.006	0.006	0.006	
D68 Search & Rescue	0.025	0.024	0.024	
D68 Emergency 911	0.029	0.032	0.033	0.001
Emergency Planning	0.028	0.029	0.030	
Regional District General Services Rate	1.139	1.200	1.283	0.056
Vancouver Island Regional Library	0.238	0.253	0.264	0.011
General Services Tax Rate	1.377	1.453	1.547	0.067
General Services Cost per \$100,000	\$137.70	\$145.30	\$154.70	\$6.70
Regional Parcel Taxes	\$22.00	\$21.00	\$21.00	0.00
Current Year Cost at \$100,000	\$159.70	\$166.30	\$175.70	\$6.70
Dollar Change Year over Year	\$10.40	\$6.60	\$9.40	
Percent Change Year over Year	7.0%	4.1%	5.7%	4.0%
Local Service Area Rates				
Cassidy Waterloo Fire (tax rate)	0.827	0.832	0.850	
Cassidy Waterloo fire (parcel tax)	\$102	\$102	\$63	
Cost per \$100,000	\$160	\$166	\$176	\$10
Cost per \$200,000	\$297	\$312	\$330	\$18
Cost per \$300,000	\$435	\$457	\$485	\$28
Cost per \$400,000	\$573	\$602	\$640	\$38

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N6

	Elect Area B Final 2013	Elect Area B Final 2014	Elect Area B Proposed 2015	Changed Service Level
Administration	33,087	32,563	35,705	3,060
Grants In Aid	18,787	2,779	17,891	15,863
Electoral Areas Administration	50,452	50,991	54,613	5,721
Southern Community Restorative Justice	3,689	4,472	4,473	
Regional Growth Strategy	13,795	13,698	7,124	
House Numbering	2,730	2,634	2,633	
Southern Community Economic Development	50,534	54,382	58,683	
Hazardous Properties	1,048	1,038	1,058	
Unsightly Premises	959	968	996	
Gabriola Emergency Wharf	5,685	5,684	5,798	
Solid Waste Management	11,885	11,801	15,339	
Animal Control Area A,B,C, Lantzville	19,164	18,836	19,211	
Regional Parks - Operations	27,237	30,107	32,516	2,015
Regional Parks - Acquisitions	49,049	49,101	49,231	
Community Parks	175,345	179,729	184,222	
Southern Community Recreation	98,616	100,327	109,157	8,830
Gabriola Island Recreation	93,110	95,903	102,739	2,000
Port Theatre/Cultural Centre Contribution	26,475	26,692	26,912	
Liquid Waste Management Planning	5,199	5,163	5,422	
Drinking Water/Watershed Protection	33,957	30,216	30,296	80
D68 Search & Rescue	1,628	1,628	1,628	
D68 Emergency 911	35,522	37,308	38,237	929
Emergency Planning	34,203	33,869	34,533	
Noise Control	8,661	8,661	8,661	
Feasibility Studies			7,500	7,500
Regional District General Services Requisition	\$800,817	\$798,550	\$854,578	\$45,998
Vancouver Island Regional Library	211,454	220,584	229,669	9,085
Total Requisition	\$1,012,271	\$1,019,134	\$1,084,247	\$55,083
Percent change year over year	4.2%	0.7%	6.4%	5.4%

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF TAX RATES**

Appendix N6

	Elect Area B Final 2013	Elect Area B Final 2014	Elect Area B Proposed 2015	Changed Service Level
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.015	0.002	0.016	0.014
Electoral Area Administration	0.041	0.044	0.047	0.005
Southern Community Restorative Justice	0.003	0.004	0.004	
Regional Growth Strategy	0.011	0.012	0.006	
House Numbering	0.002	0.002	0.002	
Southern Community Economic Development	0.041	0.047	0.051	
Hazardous Properties	0.001	0.001	0.001	
Unightly Premises	0.001	0.001	0.001	
Descanso Bay Emergency Wharf	0.005	0.005	0.005	
Solid Waste Management	0.010	0.010	0.013	
Animal Control Area A,B,C,Lantzville	0.016	0.016	0.017	
Noise Control	0.008	0.008	0.008	
Regional Parks	0.022	0.026	0.028	0.002
Community Parks	0.144	0.156	0.160	
Southern Community Recreation	0.081	0.087	0.095	0.008
Area B - Gabriola Island Recreation	0.085	0.092	0.098	0.002
Port Theatre/Cultural Centre Contribution	0.022	0.023	0.023	
Liquid Waste Management Planning	0.004	0.004	0.005	
D68 Search & Rescue	0.013	0.014	0.014	
D68 Emergency 911	0.029	0.032	0.033	0.001
Emergency Planning	0.028	0.029	0.030	
Feasibility Studies	0.000	0.000	0.007	0.007
Regional District General Services Rate	0.609	0.643	0.695	0.042
Vancouver Island Regional Library	0.173	0.191	0.199	0.008
General Services Tax Rate	0.782	0.834	0.894	0.050
General Services Cost per \$100,000	\$78.20	\$83.40	\$89.40	\$5.00
Regional Parcel Taxes	\$22.00	\$21.00	\$21.00	0.00
Current Year Cost at \$100,000	\$100.20	\$104.40	\$110.40	\$5.00
Dollar Change Year over Year	\$5.80	\$4.20	\$6.00	
Percent Change Year over Year	6.1%	4.2%	5.7%	4.8%
Cost per \$100,000	\$100	\$104	\$110	\$6
Cost per \$200,000	\$178	\$188	\$200	\$12
Cost per \$300,000	\$257	\$271	\$289	\$18
Cost per \$400,000	\$335	\$355	\$379	\$24

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N7

	Elect Area C Final 2013	Elect Area C Final 2014	Elect Area C Proposed 2015	Changed Service Level
Administration	24,527	24,560	26,937	2,309
Grants In Aid	13,926	2,095	13,498	11,968
Electoral Areas Administration	37,400	38,459	41,202	4,316
Southern Community Restorative Justice	2,734	3,373	3,374	
Electoral Area Community Planning	161,664	161,462	167,895	
Regional Growth Strategy	10,395	10,430	11,042	
House Numbering	2,024	1,987	1,986	
Southern Community Economic Development	37,461	41,017	44,273	
Hazardous Properties	777	783	798	
Unightly Premises	711	730	752	
Southern Community Transit	23,655	35,903	39,245	1,459
Solid Waste Management	8,956	8,987	11,682	
Animal Control Area A,B,C, Lantzville	14,207	14,207	14,493	
Regional Parks - Operations	21,015	23,230	25,088	1,554
Regional Parks - Acquisitions	18,317	18,408	18,473	
Community Parks	127,425	130,727	142,256	9,000
Southern Community Recreation	194,048	206,388	208,856	2,468
Port Theatre/Cultural Centre Contribution	18,085	18,240	18,631	
Liquid Waste Management Planning	3,918	3,931	4,129	
Drinking Water/Watershed Protection	13,302	11,880	11,368	(512)
D68 Search & Rescue	1,256	1,256	1,256	
D68 Emergency 911	26,332	28,139	28,847	708
Emergency Planning	25,354	25,545	26,053	
Noise Control	3,926	3,840	3,838	
Regional District General Services Requisition	\$791,415	\$815,577	\$865,972	\$33,270
Vancouver Island Regional Library	159,522	168,059	175,006	6,947
Total Requisition	\$950,937	\$983,636	\$1,040,978	\$40,217
Percent change year over year	5.6%	3.4%	5.8%	4.1%

LOCAL SERVICE AREAS			
Cassidy Waterloo Fire	191,855	191,855	169,363
Wellington Fire/Streetlighting	61,200	61,200	64,260
Extension Fire	143,125	143,295	149,027
Nanaimo River Fire	17,795	17,795	17,792

REGIONAL DISTRICT OF NANAIMO

2015 BUDGET
HISTORY OF TAX RATES

	Elect Area C Final 2013	Elect Area C Final 2014	Elect Area C Proposed 2015	Changed Service Level
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.015	0.002	0.016	0.014
Electoral Area Administration	0.041	0.044	0.047	0.005
Southern Community Restorative Justice	0.003	0.004	0.004	
Electoral Area Community Planning	0.179	0.185	0.193	
Regional Growth Strategy	0.011	0.012	0.013	
House Numbering	0.002	0.002	0.002	
Southern Community Economic Development	0.041	0.047	0.051	
Hazardous Properties	0.001	0.001	0.001	
Unightly Premises	0.001	0.001	0.001	
Southern Community Transit	0.075	0.114	0.125	0.005
Solid Waste Management	0.010	0.010	0.013	
Animal Control Area A,B,C,Lantzville	0.016	0.016	0.017	
Noise Control	0.004	0.004	0.004	
Regional Parks	0.023	0.027	0.029	0.002
Community Parks	0.325	0.335	0.370	0.029
Southern Community Recreation	0.214	0.237	0.240	0.003
Port Theatre/Cultural Centre Contribution	0.037	0.038	0.039	
Liquid Waste Management Planning	0.004	0.005	0.005	
D68 Search & Rescue	0.014	0.014	0.014	
D68 Emergency 911	0.029	0.032	0.033	0.001
Emergency Planning	0.028	0.029	0.030	
Regional District General Services Rate	1.100	1.187	1.278	0.062
Vancouver Island Regional Library	0.176	0.193	0.201	0.008
General Services Tax Rate	1.276	1.380	1.479	0.070
General Services Cost per \$100,000	\$127.60	\$138.00	\$147.90	\$7.00
Regional Parcel Taxes	\$22.00	\$21.00	\$21.00	0.00
Current Year Cost at \$100,000	\$149.60	\$159.00	\$168.90	\$7.00
Dollar Change Year over Year	(\$1.30)	\$9.40	\$9.90	
Percent Change Year over Year	-0.9%	6.3%	6.2%	4.4%

Local Service Area Rates				
Cassidy Waterloo Fire (tax rate)	0.827	0.850	0.850	
Cassidy Waterloo fire (parcel tax)	\$102	\$63	\$63	
Wellington Fire/Streetlight	0.995	1.027	1.027	
Extension Fire	1.062	1.100	1.100	
Nanaimo River Fire	0.688	0.684	0.684	

Cost per \$100,000	\$150	\$159	\$169	\$10
Cost per \$200,000	\$277	\$297	\$317	\$20
Cost per \$300,000	\$405	\$435	\$465	\$30
Cost per \$400,000	\$532	\$573	\$613	\$40

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N8

	Elect Area E Final 2013	Elect Area E Final 2014	Elect Area E Proposed 2015	Changed Service Level
Administration	49,155	50,960	55,928	4,793
Grants In Aid	29,724	5,822	30,180	24,848
Electoral Areas Administration	74,952	79,798	85,545	8,961
D69 Community Justice	10,962	15,207	15,884	712
Electoral Area Community Planning	312,137	323,061	336,144	
Regional Growth Strategy	20,313	20,800	22,030	
House Numbering	4,055	4,122	4,124	
Northern Community Economic Development	5,657	7,124	7,111	
Hazardous Properties	1,557	1,625	1,658	
Unightly Premises	1,424	1,515	1,561	
Northern Community Transit	126,845	127,937	138,833	
Solid Waste Management	17,499	17,920	23,304	
Animal Control Area E,G,H,	34,153	34,519	34,516	
Regional Parks - Operations	39,579	43,750	47,250	2,927
Regional Parks - Acquisitions	44,005	44,135	44,265	
Community Parks	95,360	99,174	103,141	
Northern Community Recreation	239,867	246,892	253,405	1,612
Oceanside Place	306,790	313,853	316,872	982
Port Theatre/Cultural Centre Contribution	20,755	21,066	21,382	
Liquid Waste Management Planning	7,656	7,840	8,237	
Wastewater Northern Community	55,536	39,985	33,095	
Drinking Water/Watershed Protection	31,338	27,952	27,240	(712)
D69 Emergency 911	97,561	106,478	106,614	
Emergency Planning	50,812	53,003	54,092	
Noise Control	7,570	7,570	7,570	
Regional District General Services Requisition	\$1,685,262	\$1,702,108	\$1,779,981	\$44,123
Vancouver Island Regional Library	311,166	334,324	348,274	13,950
Total Requisition	\$1,996,428	\$2,036,432	\$2,128,255	\$58,073
Percent change year over year	7.9%	2.0%	4.5%	2.9%

LOCAL SERVICE AREAS			
Nanoose Bay Fire	592,990	592,990	604,850
French Creek Fire	409,018	417,198	425,542
Fairwinds Streetlighting	23,500	23,500	23,500
Rural Areas Streetlighting	14,140	15,271	16,035

**2015 BUDGET
HISTORY OF TAX RATES**

	Elect Area E	Elect Area E	Elect Area E	Changed Service Level
	Final 2013	Final 2014	Proposed 2015	
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.016	0.003	0.017	0.014
Electoral Area Administration	0.041	0.044	0.047	0.005
Electoral Area Community Planning	0.179	0.185	0.193	
Regional Growth Strategy	0.011	0.012	0.012	
House Numbering	0.002	0.002	0.002	
Hazardous Properties	0.001	0.001	0.001	
Unightly Premises	0.001	0.001	0.001	
Northern Community Transit	0.070	0.071	0.077	
Solid Waste Management	0.010	0.010	0.013	
Animal Control Area E,G,H, Noise Control	0.019 0.004	0.019 0.004	0.019 0.004	
Regional Parks	0.022	0.024	0.026	0.002
Community Parks	0.053	0.055	0.057	
Northern Community Recreation	0.132	0.137	0.140	0.001
Oceanside Place	0.169	0.174	0.175	0.001
Port Theatre/Cultural Centre Contribution	0.011	0.012	0.012	
Liquid Waste Management Planning	0.004	0.004	0.005	
Wastewater Northern Community	0.043	0.031	0.026	
D69 Emergency 911	0.054	0.059	0.059	
Emergency Planning	0.028	0.029	0.030	
Regional District General Services Rate	0.897	0.905	0.947	0.026
Vancouver Island Regional Library	0.172	0.185	0.193	0.008
General Services Tax Rate	1.069	1.090	1.140	0.034
General Services Cost per \$100,000	\$106.90	\$109.00	\$114.00	\$3.40
Regional Parcel Taxes	\$26.91	\$27.17	\$27.74	0.57
Current Year Cost at \$100,000	\$133.81	\$136.17	\$141.74	\$3.97
Dollar Change Year over Year	\$10.79	\$2.36	\$5.57	
Percent Change Year over Year	8.8%	1.8%	4.1%	2.9%

Local Service Area Rates				
Nanoose Bay Fire	0.308	0.309	0.316	
Fairwinds Streetlighting	0.057	0.056	0.056	
Rural Areas Streetlighting	0.062	0.067	0.071	

Cost per \$100,000	\$134	\$136	\$142	\$6
Cost per \$200,000	\$241	\$245	\$256	\$11
Cost per \$300,000	\$348	\$354	\$370	\$16
Cost per \$400,000	\$455	\$463	\$484	\$21

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N9

	Elect Area F Final 2013	Elect Area F Final 2014	Elect Area F Proposed 2015	Changed Service Level
Administration	33,344	33,156	36,339	3,115
Grants In Aid	21,300	3,692	20,134	16,145
Electoral Areas Administration	50,844	51,919	55,582	5,822
D69 Community Justice	9,666	13,432	14,059	629
Electoral Area Community Planning	219,777	217,972	226,492	
Regional Growth Strategy	18,523	18,601	19,668	
House Numbering	2,751	2,682	2,680	
Northern Community Economic Development	4,989	6,293	6,294	
Solid Waste Management	15,959	16,027	20,826	
Animal Control Area F	21,055	19,370	18,595	
Regional Parks - Operations	49,975	55,242	59,662	3,696
Regional Parks - Acquisitions	38,805	38,987	39,182	
Community Parks	97,890	101,806	116,000	12,000
Northern Community Recreation	210,024	204,543	209,045	1,486
Oceanside Place	208,111	205,537	208,692	646
Ravensong Aquatic Centre	360,059	362,636	372,670	842
Liquid Waste Management Planning	6,982	7,011	7,361	
Wastewater Northern Community	52,696	36,587	30,240	
Drinking Water/Watershed Protection	28,998	25,888	24,112	(1,776)
D69 Emergency 911	66,181	69,277	69,271	
Emergency Planning	34,468	34,485	35,146	
Regional District General Services Requisition	\$1,552,397	\$1,525,143	\$1,592,050	\$42,605
Vancouver Island Regional Library	288,829	304,072	316,553	12,481
Total Requisition	\$1,841,226	\$1,829,215	\$1,908,603	\$55,086
Percent change year over year	5.5%	-0.7%	4.3%	3.0%

LOCAL SERVICE AREAS			
Errington Fire	312,351	331,100	419,605
Coombs-Hilliars Fire	353,012	361,837	374,083
Nanoose Bay Fire	592,990	592,990	604,850
Dashwood Fire	415,430	475,110	502,245
Meadowood Fire	125,743	139,355	139,357
French Creek Fire	409,018	417,198	425,542
Hwy. # 4 Streetlighting	2,795	2,962	3,229

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF TAX RATES**

Appendix N9

	Elect Area F Final 2013	Elect Area F Final 2014	Elect Area F Proposed 2015	Changed Service Level
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.017	0.003	0.017	0.014
Electoral Area Administration	0.041	0.044	0.047	0.005
Electoral Area Community Planning	0.179	0.185	0.193	
Regional Growth Strategy	0.015	0.016	0.017	
House Numbering	0.002	0.002	0.002	
Solid Waste Management	0.013	0.014	0.018	
Animal Control Area F	0.017	0.016	0.016	
Regional Parks	0.041	0.047	0.051	0.003
Community Parks	0.080	0.087	0.099	0.010
Northern Community Recreation	0.171	0.174	0.178	0.002
Oceanside Place	0.169	0.175	0.178	0.001
Ravensong Aquatic Centre	0.293	0.309	0.318	0.001
Liquid Waste Management Planning	0.006	0.006	0.006	
Wastewater Northern Community	0.043	0.031	0.026	
D69 Emergency 911	0.054	0.059	0.059	
Emergency Planning	0.028	0.029	0.030	
Regional District General Services Rate	1.196	1.225	1.286	0.039
Vancouver Island Regional Library	0.235	0.259	0.270	0.011
General Services Tax Rate	1.431	1.484	1.556	0.050
General Services Cost per \$100,000	\$143.10	\$148.40	\$155.60	\$5.00
Regional Parcel Taxes	\$26.91	\$27.17	\$27.74	0.57
Current Year Cost at \$100,000	\$170.01	\$175.57	\$183.34	\$5.57
Dollar Change Year over Year	\$13.79	\$5.56	\$7.77	
Percent Change Year over Year	8.8%	3.3%	4.4%	3.2%

Local Service Area Rates				
Errington Fire	0.559	0.619	0.788	
Coombs-Hilliars Fire	0.792	0.837	0.866	
Dashwood Fire	0.817	0.989	1.046	
French Creek Fire	0.432	0.447	0.456	
Hwy. # 4 Streetlighting (Area F)	0.002	0.003	0.003	
Meadowood Fire	\$283	\$313	\$313	

Cost per \$100,000	\$170	\$176	\$183	\$7
Cost per \$200,000	\$313	\$324	\$339	\$15
Cost per \$300,000	\$456	\$472	\$495	\$23
Cost per \$400,000	\$599	\$621	\$650	\$29

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N10

	Elect Area G Final 2013	Elect Area G Final 2014	Elect Area G Proposed 2015	Changed Service Level
Administration	42,122	42,872	47,063	4,034
Grants In Aid	25,123	4,603	25,634	20,909
Electoral Areas Administration	64,228	67,133	71,984	7,540
D69 Community Justice	11,900	16,460	17,213	771
Electoral Area Community Planning	277,633	281,845	293,331	
Regional Growth Strategy	20,336	20,616	21,826	
House Numbering	3,475	3,468	3,471	
Northern Community Economic Development	6,142	7,712	7,706	
Hazardous Properties	1,335	1,367	1,395	
Unightly Premises	1,221	1,274	1,313	
Northern Community Transit	136,500	123,732	126,764	
Solid Waste Management	17,521	17,762	23,099	
Animal Control Area E,G,H,	29,267	29,040	29,045	
Regional Parks - Operations	48,198	53,277	57,540	3,565
Regional Parks - Acquisitions	47,775	47,775	47,970	
Community Parks	102,510	106,610	110,000	7,000
Northern Community Recreation	257,472	255,042	261,032	1,829
Oceanside Place	262,896	285,109	310,244	962
Ravensong Aquatic Centre	454,844	460,823	466,079	1,052
Liquid Waste Management Planning	7,665	7,771	8,165	
Wastewater Northern Community	30,965	21,656	17,928	
Drinking Water/Watershed Protection	33,579	29,848	29,520	(328)
D69 Emergency 911	83,603	89,578	89,713	
Emergency Planning	43,542	44,591	45,518	
Noise Control	8,410	8,410	8,494	
Regional District General Services Requisition	\$2,018,262	\$2,028,374	\$2,122,047	\$47,334
Vancouver Island Regional Library	314,658	334,500	348,480	13,980
Total Requisition	\$2,332,920	\$2,362,874	\$2,470,527	\$61,314
Percent change year over year	8.0%	1.3%	4.6%	2.6%

LOCAL SERVICE AREAS			
Errington Fire	312,351	331,100	419,605
Parksville Local Fire	100,095	96,094	94,172
Nanoose Bay Fire	592,990	592,990	604,850
Dashwood Fire	415,430	475,110	502,245
French Creek Fire	409,018	417,198	425,542
Rural Areas Streetlighting	14,140	15,271	16,035
Fr. Creek Village Streetlighting	5,595	5,875	6,228
Highway Intersection Streetlights	1,000	1,020	1,086
Morningstar Streetlighting	13,735	14,147	14,571
Sandpiper Streetlighting	10,440	10,650	10,970
Englishman River Community Streetlighting	5,305	5,464	5,628
Englishman River Stormwater	4,725	4,820	4,916

2015 BUDGET

HISTORY OF TAX RATES

	Elect Area G Final 2013	Elect Area G Final 2014	Elect Area G Proposed 2015	Changed Service Level
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.016	0.003	0.017	0.014
Electoral Area Administration	0.041	0.044	0.047	0.005
Electoral Area Community Planning	0.179	0.185	0.193	
Building Inspection	0	0	0	
Regional Growth Strategy	0.013	0.014	0.014	
House Numbering	0.002	0.002	0.002	
Hazardous Properties	0.001	0.001	0.001	
Unightly Premises	0.001	0.001	0.001	
Northern Community Transit	0.088	0.081	0.083	
Solid Waste Management	0.011	0.012	0.015	
Animal Control Area E,G,H, Noise Control	0.019 0.005	0.019 0.006	0.019 0.006	
Regional Parks	0.031	0.035	0.038	0.002
Community Parks	0.066	0.070	0.072	0.005
Northern Community Recreation	0.166	0.168	0.172	0.002
Oceanside Place	0.169	0.188	0.204	0.001
Ravensong Aquatic Centre	0.293	0.303	0.307	0.001
Liquid Waste Management Planning	0.005	0.005	0.005	
Wastewater Northern Community	0.043	0.031	0.026	
D69 Emergency 911	0.054	0.059	0.059	
Emergency Planning	0.028	0.029	0.030	
Regional District General Services Rate	1.258	1.284	1.342	0.033
Vancouver Island Regional Library	0.203	0.220	0.229	0.009
General Services Tax Rate	1.461	1.504	1.571	0.042
General Services Cost per \$100,000	\$146.10	\$150.40	\$157.10	\$4.20
Regional Parcel Taxes	\$26.91	\$27.17	\$27.74	0.57
Current Year Cost at \$100,000	\$173.01	\$177.57	\$184.84	\$4.77
Dollar Change Year over Year	\$11.09	\$4.56	\$7.27	
Percent Change Year over Year	6.8%	2.6%	4.2%	2.7%

Local Service Area Rates				
Errington Fire	0.559	0.619	0.788	
Parksville Local Fire	0.415	0.409	0.400	
Dashwood Fire	0.817	0.989	1.046	
French Creek Fire	0.432	0.447	0.456	
Rural Areas Streetlighting	0.062	0.067	0.071	
Fr. Creek Village Streetlighting	0.433	0.105	0.111	
Highway Intersection Streetlights (French Creek)	0.021	0.001	0.001	
Morningstar Streetlighting	0.015	0.079	0.082	
Sandpiper Streetlighting	0.058	0.088	0.091	
Englishman River Community Streetlighting	0.004	0.049	0.050	

Cost per \$100,000	\$173	\$178	\$185	\$7
Cost per \$200,000	\$319	\$328	\$342	\$14
Cost per \$300,000	\$465	\$478	\$499	\$21
Cost per \$400,000	\$611	\$629	\$656	\$27

**REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF MEMBER PARTICIPATION**

Appendix N11

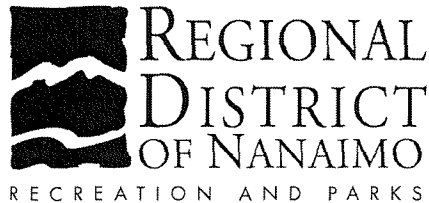
	Elect Area H Final 2013	Elect Area H Final 2014	Elect Area H Proposed 2015	Changed Service Level
Administration	26,194	26,664	29,262	2,509
Grants In Aid	15,638	2,617	16,507	13,000
Electoral Areas Administration	39,940	41,753	44,758	4,689
D69 Community Justice	8,066	11,260	11,746	526
Electoral Area Community Planning	172,647	175,294	182,386	
Regional Growth Strategy	11,456	11,611	12,293	
House Numbering	2,161	2,157	2,158	
Northern Community Economic Development	4,163	5,275	5,259	
Hazardous Properties	830	850	867	
Unightly Premises	758	792	816	
Northern Community Transit	60,071	63,451	66,755	
Solid Waste Management	9,869	10,002	13,002	
Animal Control Area E,G,H,	18,200	18,061	18,059	
Regional Parks - Operations	24,172	26,722	28,857	1,790
Regional Parks - Acquisitions	32,383	32,682	32,734	
Community Parks	124,340	127,449	150,635	20,000
Northern Community Recreation	120,505	123,199	126,543	784
Oceanside Place	163,483	156,198	149,185	463
Ravensong Aquatic Centre	282,847	279,374	275,124	620
Liquid Waste Management Planning	4,316	4,375	4,596	
Wastewater Northern Community	41,395	29,423	24,352	
Drinking Water/Watershed Protection	22,833	20,480	20,144	(336)
D69 Search & Rescue			5,000	5,000
D69 Emergency 911	51,988	55,714	55,782	
Emergency Planning	27,078	27,733	28,302	
Regional District General Services Requisition	\$1,265,333	\$1,253,136	\$1,305,122	\$49,045
Vancouver Island Regional Library	176,174	187,307	195,113	7,806
Total Requisition	\$1,441,507	\$1,440,443	\$1,500,235	\$56,851
Percent change year over year	2.4%	-0.1%	4.2%	3.9%

LOCAL SERVICE AREAS			
Dashwood Fire	415,430	475,110	502,245
Bow Horn Bay Fire	273,249	286,911	310,058

REGIONAL DISTRICT OF NANAIMO
2015 BUDGET
HISTORY OF TAX RATES

Appendix N11

	Elect Area H Final 2013	Elect Area H Final 2014	Elect Area H Proposed 2015	Changed Service Level
Administration	0.027	0.028	0.031	0.003
Grants In Aid	0.016	0.003	0.017	0.014
Electoral Area Administration	0.041	0.044	0.047	0.005
Electoral Area Community Planning	0.179	0.185	0.193	
Regional Growth Strategy	0.012	0.012	0.013	
House Numbering	0.002	0.002	0.002	
Hazardous Properties	0.001	0.001	0.001	
Unightly Premises	0.001	0.001	0.001	
Northern Community Transit	0.049	0.054	0.057	
Northern Community Custom Transit	0.013	0.013	0.013	
Solid Waste Management	0.010	0.011	0.014	
Animal Control Area E,G,H,	0.019	0.019	0.019	
Regional Parks	0.025	0.028	0.031	0.002
Community Parks	0.129	0.135	0.159	0.021
Northern Community Recreation	0.125	0.130	0.134	0.001
Oceanside Place	0.169	0.165	0.158	0.001
Ravensong Aquatic Centre	0.293	0.296	0.291	0.001
Liquid Waste Management Planning	0.004	0.005	0.005	
Wastewater Northern Community	0.043	0.031	0.026	
D69 Search & Rescue			0.005	0.005
D69 Emergency 911	0.054	0.059	0.059	
Emergency Planning	0.028	0.029	0.030	
Regional District General Services Rate	1.240	1.251	1.306	0.053
Vancouver Island Regional Library	0.182	0.198	0.207	0.009
General Services Tax Rate	1.422	1.449	1.513	0.062
General Services Cost per \$100,000	\$142.20	\$144.90	\$151.30	\$6.20
Regional Parcel Taxes	\$26.91	\$27.17	\$27.74	0.57
Current Year Cost at \$100,000	\$169.11	\$172.07	\$179.04	\$6.77
Dollar Change Year over Year	\$11.89	\$2.96	\$6.97	
Percent Change Year over Year	7.6%	1.8%	4.1%	3.9%
Local Service Area Rates				
Dashwood Fire	0.817	0.989	1.046	
Bow Horn Bay Fire	0.686	0.730	0.789	
Cost per \$100,000	\$169	\$172	\$179	\$7
Cost per \$200,000	\$311	\$317	\$330	\$13
Cost per \$300,000	\$454	\$462	\$482	\$20
Cost per \$400,000	\$596	\$607	\$633	\$26



RDN REPORT		_____
CAC APPROVAL		
EAP		
COW	✓	
DEC 31 2014		
RHD		
BOARD		

MEMORANDUM

TO: Tom Osborne
 General Manager of Recreation and Parks

DATE: December 19, 2014

FROM: Margaret Paridaen
 Parks Planner

FILE:

SUBJECT: Meadowood Way Community Park - Proposed Community Recreation Facility

PURPOSE

To review and consider for approval the acquisition of surplus School Board portables for a proposed community recreation centre facility on School District #69 (Qualicum) lands at Meadowood Way in Electoral Area 'F'.

BACKGROUND

At the August 26, 2014, Regional District Board Meeting the following resolution was approved:

"That staff be directed to investigate the opportunity to acquire a surplus modular classroom from School District 69 to be sited at the Meadowood Community Park for the purposes of a "temporary" Community Hall, and report back to the Board on the options, costs, funding sources and potential schedule for the work necessary."

This report brings forward options, costs, funding sources and potential construction schedule for the proposed portable move and installation of the community facility (Appendix I).

Staff and the Corcan-Meadowood Residents Association (CMRA) have toured the School District's surplus modular classrooms and have tentatively selected a complex of two portables with breezeway and a washroom/electrical room portable that would be suitable for community centre use. During the discussions on the siting of the buildings, it was agreed that the optimal location would be on the five-acre property owned by the School District at Meadowood Way adjacent to Meadowood Way Community Park.

At the September 30, 2014 In Camera Meeting of the Regional District Board the following resolution was approved:

"That staff be directed to develop a Licence of Use Agreement with School District 69 (Qualicum) for the School District Lands on Meadowood Way, legally described as "Lot A, Block 359,

Newcastle District, Plan 73141”, to manage as an Electoral Area ‘F’ Community Park and for siting of a community centre facility”.

Staff concluded the development of Licence of Use Agreement which was approved by the Regional Board on October 28th. The Term of the Agreement is for 10 years, less two days in order to be in compliance with the School Act’s disposition of land parameters. The new five-acre community park and community centre site is adjacent to the RDN’s recently developed Meadowood Way Community Park adventure playground and sport court, creating a recreation and social hub for the area.

The Licence also provides the ability for the Regional District to enter into a Sub-Licence agreement with the Corcan-Meadowood Residents Association for the society to manage and operate the proposed community recreation centre. If the portable move project is approved, a Sub-Licence agreement will be developed and brought forward to a future Board meeting for consideration.

ALTERNATIVES

1. That surplus portables from School Board 69 be purchased and installed at Meadowood Way Community Park (School District 69 Lands) to be used as a community recreation facility and the moving and siting costs be funded by Community Works Funds for Electoral Area ‘F’ as detailed in Appendix I.
1. That staff not pursue the surplus modular buildings from School District 69 for the purposes of a siting a community recreation facility and that alternative direction be provided.

FINANCIAL IMPLICATIONS

The School District 69 has made surplus portables available at a cost of \$1 each. The School District would like the portables removed by the end of 2015. The School District is prepared to take responsibility for unhooking services in preparation for the portable move.

Staff and the Corcan-Meadowood Residents Association have toured the School District’s surplus modular classrooms and have tentatively selected a complex of two portables plus washroom and electrical room.

A building inspection of the portables conducted in October 2014 by All-in-One Building Inspection concluded that the 25 year old portable complex is in relatively good condition and that the buildings are good candidates for repurposing as a community facility at another location.

The report notes issues with rotting wood on the landings (to be removed) and below the washroom facility, some mold issues in one washroom, water damage in the electrical room, replacement of an outdated electric water heater, repairs to exhausts fans and reconnection of baseboard heaters. Considering that some items will be replaced with the portable move (i.e. all landings being replaced), repairs should be reasonable and within the scope of construction cost estimates. Further architectural assessment will be required to determine if there is more extensive water or mold damage, which could increase repair costs.

Estimates for the project including the portable move, installation, and repair and servicing were requested from architects, general contractors and modular moving companies. Pre-construction and construction costs are included in Appendix I. Estimates have been obtained and it has been determined that it will take approximately \$272,323 to move the portables and bring them up to Building Code requirements and community use zoning standards. It is assumed that the portable complex would be brought up to BC Building Code requirements and Public Assembly zoning standards. An additional \$28,750 dollars has been allocated to allow for site landscaping and basic building furnishings. The facility would then be handed over to CMRA who would undertake any remaining interior finishing and would manage and pay for facility operations under a sub-licence agreement.

While there are considerable costs to move and install the used portables, it is more economical to move these used portables than to purchase (\$326,000) or lease new modular buildings or to construct a new wood-frame structure (\$600,000). The building inspection determined that the used portables are serviceable and could have a lifespan of at least 20 more years, with proper maintenance and repair.

If the project proceeds, funding would come from the Community Works Funds. At present there is \$910,300 of uncommitted funds available for use in Community Works Funds for Electoral Area 'F' that could be used in part to assist in the relocation and installation of the community centre. Should the Regional Board proceed with the project, it will be added to the 2015 Budget and five year Financial Plan and staff will work with the CMRA on portable relocation and site installation.

The Regional District's Electoral Areas receive funds annually under the Federal Gas Tax Revenue Transfer Program in the form of Community Works Funds. The funds are targeted for electoral area local priorities which improve public infrastructure and the organization's/community's capacity to implement measures which will reduce greenhouse gas emissions and result in cleaner air and cleaner water. Moving portables to serve as a community centre falls under Community Works funding category of Recreational Infrastructure which provide for projects related to recreational facilities or networks.

Should the Regional District decide not to approve the project, the community would continue with the Meadowood Community Park Phase 2 long term development plan which includes the construction of a community centre when funding has been achieved.

STRATEGIC PLAN IMPLICATIONS

Establishing a localized community centre is consistent with the goal to develop more compact, complete communities. The development of a social hub in the community, where residents actively take part in establishing facilities and services that enhance community development creates a greater sense of community pride and ownership. These benefits are consistent with the Board's strategic goal of meeting needs by recognizing sub-regional opportunities.

The re-purposing of School District #69 portables does have a fiscal advantage as well. Repurposing portables to create the Meadowood Community Centre conserves resources and reduces material and energy consumption compared to new construction. There is also social capital in repurposing and keeping the portables in the Nanaimo region for community use.

Developing a social and recreational hub in the community reduces the need for residents to drive to outside locations and encourages active transportation that reduces greenhouse gases, and provides health benefits.

SUMMARY

As directed by the Regional Board, a Licence of Use Agreement has been developed and approved with School District 69 (Qualicum) for the School District lands to be managed as a community park and for the possible siting of a community centre facility.

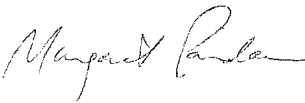
The new five-acre community park and community centre site is adjacent to the RDN’s recently developed Meadowood Way Community Park adventure playground and sport court, creating a recreation and social hub for the area.

Staff have now concluded the review on securing surplus modular classrooms from School District 69 to be used as a community centre for the site.

As there is a high level of community interest in using these portables for a community centre; the portables are in relatively good condition and are serviceable; and, as there are funding sources that could be accessed, it is recommended that the Regional Board approve the use of Electoral Area ‘F’ Community Works funds to undertake the portable relocation project.

RECOMMENDATIONS

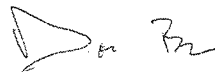
1. That surplus portables from School Board 69 be purchased and installed at Meadowood Way Community Park (School District 69 Lands) to be used as a community recreation facility and the moving and siting costs be funded by Community Works Funds for Electoral Area ‘F’ as detailed in Appendix I.
2. That a Sub-Licence of Use Agreement between the Regional District of Nanaimo and the Corcan-Meadowood Residents Association for management of the community recreation facility be established.



Report Writer

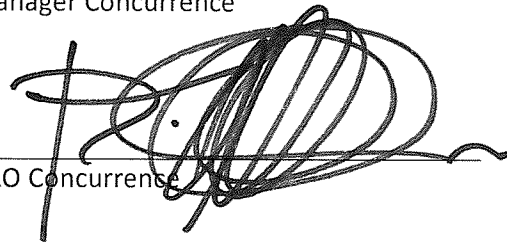


General Manager Concurrence



Manager Concurrence

CAO Concurrence



Appendix I

Cost Estimates for Moving Portables to Meadowood - Dec 2014

Component	2 portables
Pre-Construction	
Inspection, tender preparation, insurance, project management	\$ 15,000
Portable purchase (\$1/portable)	\$ 3
Building Permit (must be in place before move)	\$ 1,800
Subtotal	\$ 16,803
Professional services	
Architectural(code assessment, construction drawings, site reviews)	\$ 10,000
Engineering (code review, design foundation) possible mechanical for plumbing/septic	\$ 7,000
Possible electrical engineer (Code upgrades)	\$ 3,000
Geotech (confirmation of soil conditions)	\$ 2,000
Surveyor	\$ 1,000
Subtotal	\$ 23,000
Site services (drainage, parking lot, well, septic field, electrical hookup)	
Well/water, pump station	\$ 30,000
Septic field, system	\$ 25,000
Electrical (hookup, panels, interior electrical upgrade, outdoor lighting, security system, fire)	\$ 15,000
Site grading/parking/access/ gravel	\$ 15,000
Subtotal	\$ 85,000
Portable Move (6 units) site cleanup, supply and installation (tie downs, foundation)	
School District preparations (disconnect utilities, barrier/fencing removal)	SD
Moving preparations (plumbing/electrical prep; deck/stairs removal/disposal; PES site clean up)	\$ 10,000
Electrician prep work (secure wires)	\$ 1,000
Moving washroom/elec bldg (\$6000 x 2 portables plus \$15,000 for blocking, leveling, foundations, roof connections*)	\$ 21,000
<i>* assuming reuse of blocking/check CODE</i>	
Subtotal	\$ 32,000
Building repairs, upgrades (to Code requirements: repair damage/rot, accessible washrooms, stairs/ramps, siding, roof)	\$ 80,000
Total	\$ 236,803
15% contingency	\$ 35,520
	\$ 272,323

Finishing items (for hall income, community activities, aesthetics)

Commercial kitchen (3 sinks, 2 residential stoves, new fridge, counters, cupboards)	\$	7,000
Lit portable sign	\$	1,000
Security system (cameras, motion lighting, parking lot lighting)	\$	2,000
Portable stage (4x8' sections)	\$	2,000
Retractable room divider	\$	4,000
Movie screen	\$	1,000
Tables (16) and chairs (100)	\$	2,000
Landscaping (shelterbelt tree planting, irrigation system)	\$	6,000
15% Contingency	\$	3,750
Total	\$	28,750

Assumptions:

- No zoning issues for proposed use
- No building code equivalencies
- Portables meet current CSA standards
- Using existing blocking (check Code)
- Extensive landscaping/asphalting not included
- Buildings improved to Code for basic community use
- Community expected to complete interior finishing
- School Board dismantles services, removes fencing, site security, insurance

Appendix II

MEADOWOOD PORTABLE OPTIONS: MOVE, BUY, RENT OR BUILD

Option 1 – Moving 2 PES portables plus washroom and electrical room - **\$272,323**

- Moving and installing portables at Meadowood
- Construction to Building Code for public assembly (accessible)
- Permits, consultants
- Utilities and services
- To lock up, with volunteer finishing

Option 2 – Purchase 2 x 24x40' NEW portables, and one accessible washroom portable including delivery, installation - **\$326,000** (Island portable supplier estimate)

- 2 x 24x40 Standard Classrooms (\$160,000)
- 2 x Transport and install (\$16,000)
- Accessible washrooms (\$50,000)
- Site preparation and services (\$100,000)

Option 3 - Lease 24x40' Classrooms - **\$155,500** install, plus **\$36,000/year** rental costs

- Delivery, installation, foundation materials, seismic anchors, structural drawings budget pricing ... \$18,500/per unit, or \$37,000
- Rent \$1,000 per mo. (per unit) x 2 portables = \$24,000/year.
- Accessible washroom building (\$18,500) + \$1,000/month rental or \$12,000/year.
- This does not include teardown costs (if portables are returned to supplier).
- Site preparation and services (\$100,000)

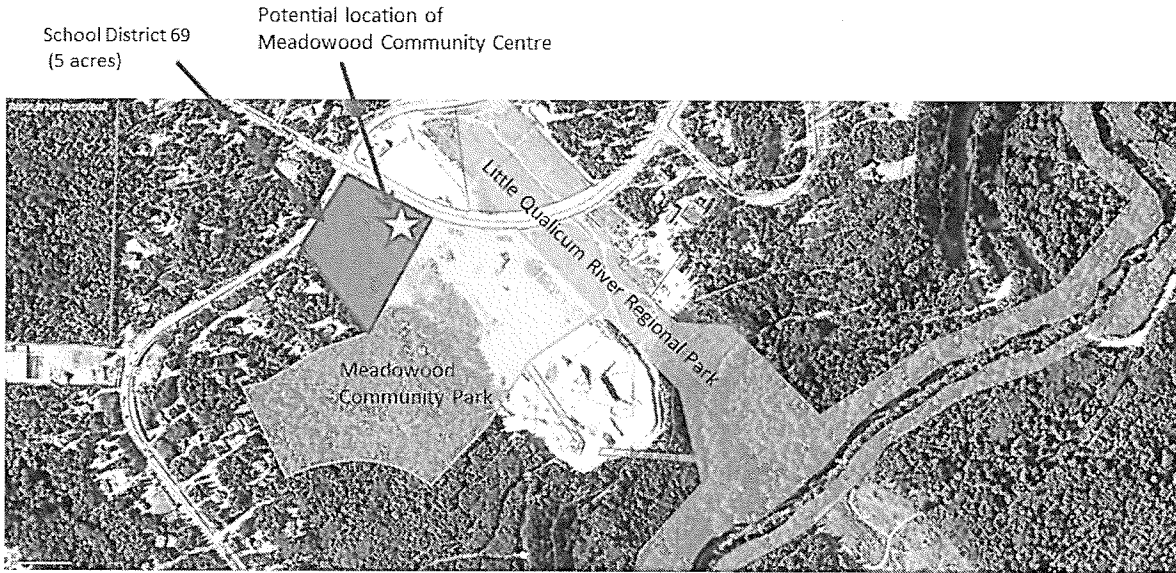
Option 4 – New Community Centre Construction

A newly constructed community centre of 4,000 square foot size (\$150/sf) would cost approximately **\$600,000**.

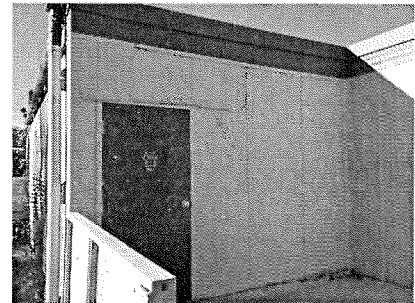
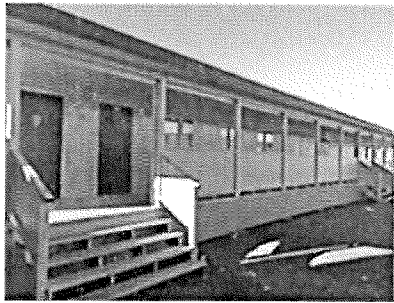
Appendix III

Meadowood Community Recreation Centre

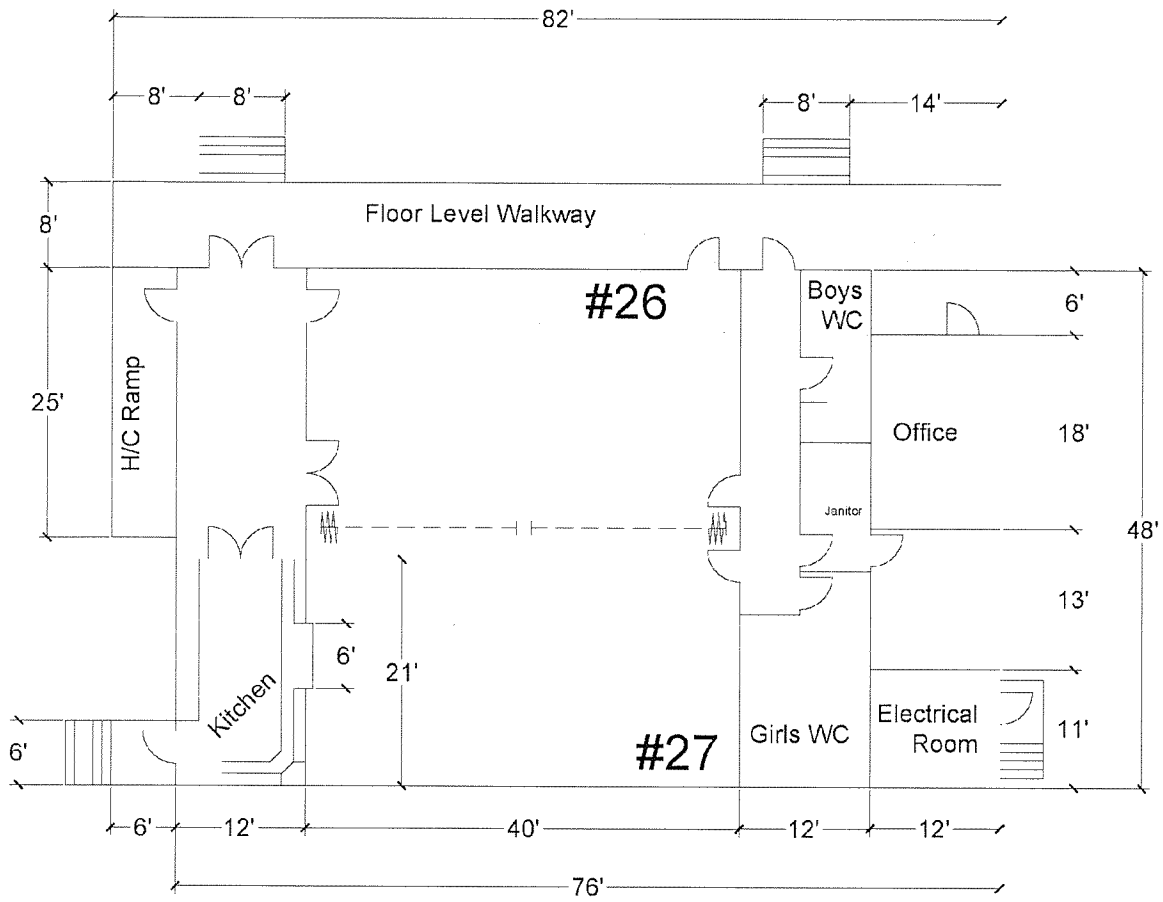
Context Map



Images of PES Portables



Preliminary Layout Plan for Portables at Meadowood





RDN REPORT		[Handwritten initials]
CAQ APPROVAL		
EAP		
COW	✓	
JAN 03 2015		
RHD		
BOARD		

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: December 29, 2014

FROM: Mike Donnelly
Manager of Water & Utility Services

FILE: 2380-20-NOOR

SUBJECT: Water Services Operations Centre Lease Agreement Renewal

PURPOSE

To present to the Board a Water Services Operations Centre Lease Agreement Renewal.

BACKGROUND

The Water & Utilities Services Department Operations centre is located at Unit #7, 1065 Herring Gull Way in Parksville. The centre currently leases 7,646 square feet of space for outdoor storage, warehousing, workshop, office space, laboratory, lunch room, offices and washrooms. The lease expires on April 30th, 2015. The property owner has proposed a 5 year agreement plus triple net that includes a 2.3% annual increase on the initial \$6.45 square foot rate. The proposal includes the option to renew after the first 5 years for an additional 5 year term at a rate to be mutually agreed upon.

This facility has been home to the Operations Centre since 1994 with the initial space (2,534 sq. ft.) leased until 2009 when the current, larger space, was negotiated. The space has proven adequate and provides room for additional growth in service provision.

ALTERNATIVES

1. Approve the lease for Unit #7, 1065 Herring Gull Way for the 5 year period commencing May 1, 2015, with one further 5 year period with terms to be mutually agreed upon.
2. Provide alternate direction.

FINANCIAL IMPLICATIONS

Alternative 1 results in a 2.3% annual increase in the lease costs for this location. The annual costs are:

Year 1	\$ 6.45	per square foot plus triple net and management fee
Year 2	\$ 6.60	per square foot plus triple net and management fee
Year 3	\$ 6.75	per square foot plus triple net and management fee
Year 4	\$ 6.90	per square foot plus triple net and management fee
Year 5	\$ 7.05	per square foot plus triple net and management fee

The proposed increase can be accommodated within the 2015 provisional budgets.

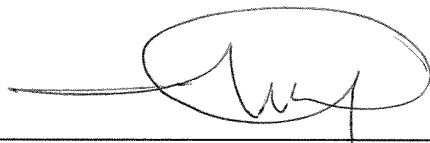
SUMMARY/CONCLUSIONS

The lease agreement for the current Water Services operations centre in Parksville expires on April 30th, 2015. The property owners, Noort Investments, have proposed a 5 year agreement with an annual 2.3% increase and an option for a further 5 year period to be mutually agreed upon.

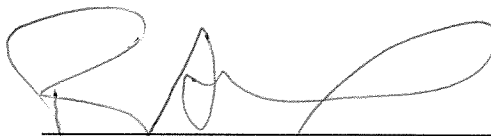
Staff are recommending that a new lease agreement be approved.

RECOMMENDATIONS

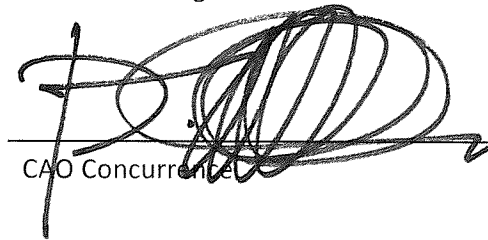
That the Board approve the lease for Unit #7, 1065 Herring Gull Way for the 5 year period commencing May 1, 2015, with one further 5 year period with terms to be mutually agreed upon.



Report Writer



General Manager Concurrence



CAO Concurrence

TO: Randy Alexander, P.Eng.
GM of Regional and Community Utilities

DATE: January 5, 2015

FROM: Gerald St. Pierre, P.Eng., PMP
Project Engineer, Water & Utility Services

FILE: 5500-22-WH-01

SUBJECT: Westurne Heights Water Service Area
Establishment Bylaw and Associated Loan Authorization and Security Issuing Bylaws

PURPOSE

To establish the Westurne Heights Water Service Area and to consider the associated Loan Authorization and Security Issuing bylaws.

BACKGROUND

The subject development and water system is located west of Parksville in the Whiskey Creek area, and is accessed off Highway 4 (Alberni Highway) in Electoral Area 'F'.

The private water system including one groundwater well, 2 underground tanks, chlorination/pump building, and watermains servicing 3 Stratas and one Fee Simple Lot is already in place on Westurne Heights Road. The water system has been in place since approximately 1995 when it was constructed to service the properties along Westurne Heights Road. In 2006, WMC Holdings Ltd., the system manager, informed the other strata property owners that they no longer owned property in the area and would no longer be operating the water system. Ownership of the system was transferred to the 3 Stratas along Westurne Heights Road.

Since 2006, the water system has been voluntarily operated and maintained by some of the residents. Currently, no one is responsible for the operation and maintenance of the system, partially due to the inability of any one resident or strata to collect monies from any other residents or stratas for these costs.

A number of property owners approached the RDN about transferring ownership of the water system and operating it as a public water utility. RDN staff attended a strata owners meeting on July 4, 2012 with the purpose of providing the residents an opportunity to ask any questions with regard to the water system transfer.

Petitions were then mailed out and received back from residents in February of 2013 allowing the RDN to undertake a study of the existing system and determine the scope and costs associated with upgrading the water system to meet current RDN and Island Health standards. The study was completed in March, 2014.

Based on the study, the RDN would perform some immediate upgrades to the water system, including installation of water meters, pump building upgrades, chlorination system install, and various distribution system upgrades. Total project costs, including the engineering study and legal fees, are estimated to be \$110,000.

Funding assistance totaling \$40,000 has been committed to the project from Electoral Area 'F' Community Works Funds, in order to help Westurne Heights residents improve their water supply system. As a result, the successful petition process permits the RDN to borrow up to \$70,000 for water system improvements, and to collect taxes and user fees for operating the system.

In order to proceed with the establishment of the Westurne Heights Water Service Area, the petitioning process required a minimum of 50% positive support. As of November 7, 2014 (the closing date for the petitions), the RDN has received 13 valid petitions representing 76% of the property owners in favour of proceeding with the establishment of the community water system and having the RDN maintain water services to the 17 properties affected.

In order to establish a taxation authority for the water service area, the Regional District must introduce an Establishing Bylaw for the lands to be serviced by the RDN. Further, a Borrowing Bylaw and Security Issuing Bylaw are necessary to secure the funds required to upgrade the system to RDN standards. A plan of the proposed Service Area is shown as Schedule 'A' (attached).

Once the service area is established, regulatory bylaws will also be required to establish fees and charges to recover costs associated with the operation and maintenance of the water service. After the Establishing Bylaw has been adopted, operation and ownership of the water system will be transferred to the RDN. At this time, only the properties outlined on the attached plan would be included in the Westurne Heights Water Service Area bylaw.

An additional requirement for the RDN to own and operate the water system is the placement of a Statutory Right of Way (SRW), in favour of the RDN, on the parcel of land where the existing wellhead and pump house are situated. In order for this to occur, there are three existing easements on the land in favour of VIS 4510, VIS 4921, and Lot 3, that will need to be discharged. The RDN will then require the approval of 3 out of 4 of the owners within Strata Plan VIS 4921 to grant a SRW over the area. If the SRW is not granted, then the RDN will not be able to take over ownership of the water system.

ALTERNATIVES

1. Proceed with the establishment of the Water Service Area for the Westurne Heights subdivision.
2. Do not proceed with the establishment of a Water Service Area for the Westurne Heights subdivision.

FINANCIAL IMPLICATIONS

If the Water Service Area is established, there would be no financial implications to the RDN. Costs associated with some immediate upgrading/improvements and the operation & maintenance of the system would be borne by the property owners in the Westurne Heights Water Service Area. This

project necessitates the borrowing of \$70,000 for improvements such as new chlorination system, pump house repairs/upgrades, water meters, flush-outs etc.

It is forecast that in the first year of operation (likely 2015) each owner will pay a parcel tax of \$773 and a water user fee of about \$160, based on the average water consumption in the nearby RDN owned Melrose Terrace Water Utility. For the next 20 years (2016-2035) it is estimated that each owner will pay a parcel tax of \$949 and a water user fee of \$160.

STRATEGIC PLAN IMPLICATIONS

Supporting residents by providing sound water management of their water system advances the goals of regional resiliency and fiscal responsibility. Water system operation, planning and provision of safe drinking water improves reliability and long term fiscal stabilization that will benefit all residents within the service area.

SUMMARY/CONCLUSIONS

The Westurne Heights residents approached the RDN in 2012 to acquire their water system which currently serves 16 strata properties and 1 Fee Simple lot. Following this contact, the RDN initiated a program to review the state of the existing water system, prepared costs and related budgets, and presented the budgets/costs and benefits of the RDN acquiring the water system to the residents.

A public information meeting was held for the Westurne Heights Strata Corporation at the Qualicum Beach Civic Centre on September 24, 2014. Petitions were subsequently mailed out to the 17 property owners of Westurne Heights. As of November 7, 2014 the RDN has received 13 out of 17 valid petitions (76%) and, as such, the creation of a Westurne Heights Water Service Area and acquisition of the existing Westurne Heights water system can proceed.


In order to establish a taxation authority for the water service area, the Regional District must now introduce an Establishing Bylaw for the service area and a Borrowing Bylaw and Security Issuing Bylaw to secure the funds required to upgrade the system to RDN requirements.

There are no financial implications to the RDN to acquire the water system. All costs related to operation and maintenance of the water system will be borne by the property owners in the Westurne Heights Water Service Area. It is forecast that in the first year of operation (likely 2015) each owner will pay a parcel tax of \$773 and a water user fee of about \$160, based on the average water consumption in the nearby RDN owned Melrose Terrace Water Utility. For the next 20 years (2016-2035) it is estimated the each owner will pay a parcel tax of \$949 and a water user fee of \$160.

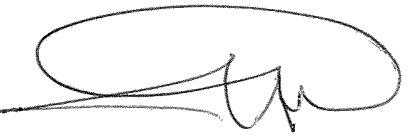
RECOMMENDATIONS

1. That the "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That the "Westurne Heights Water Service Area Loan Authorization Bylaw No. 1719, 2014" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

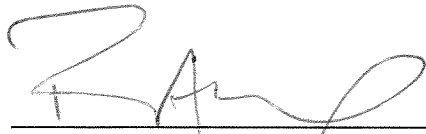
3. That the "Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014" be introduced and read three times.
4. That staff be directed to proceed with obtaining a Statutory Right of Way, in favour of the RDN, on the parcel of land where the existing wellhead and pump house are situated.

for


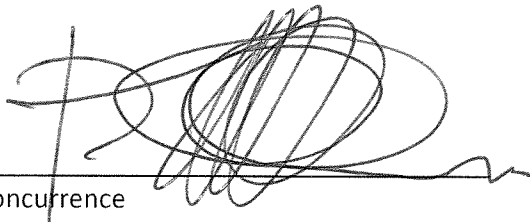
Report Writer



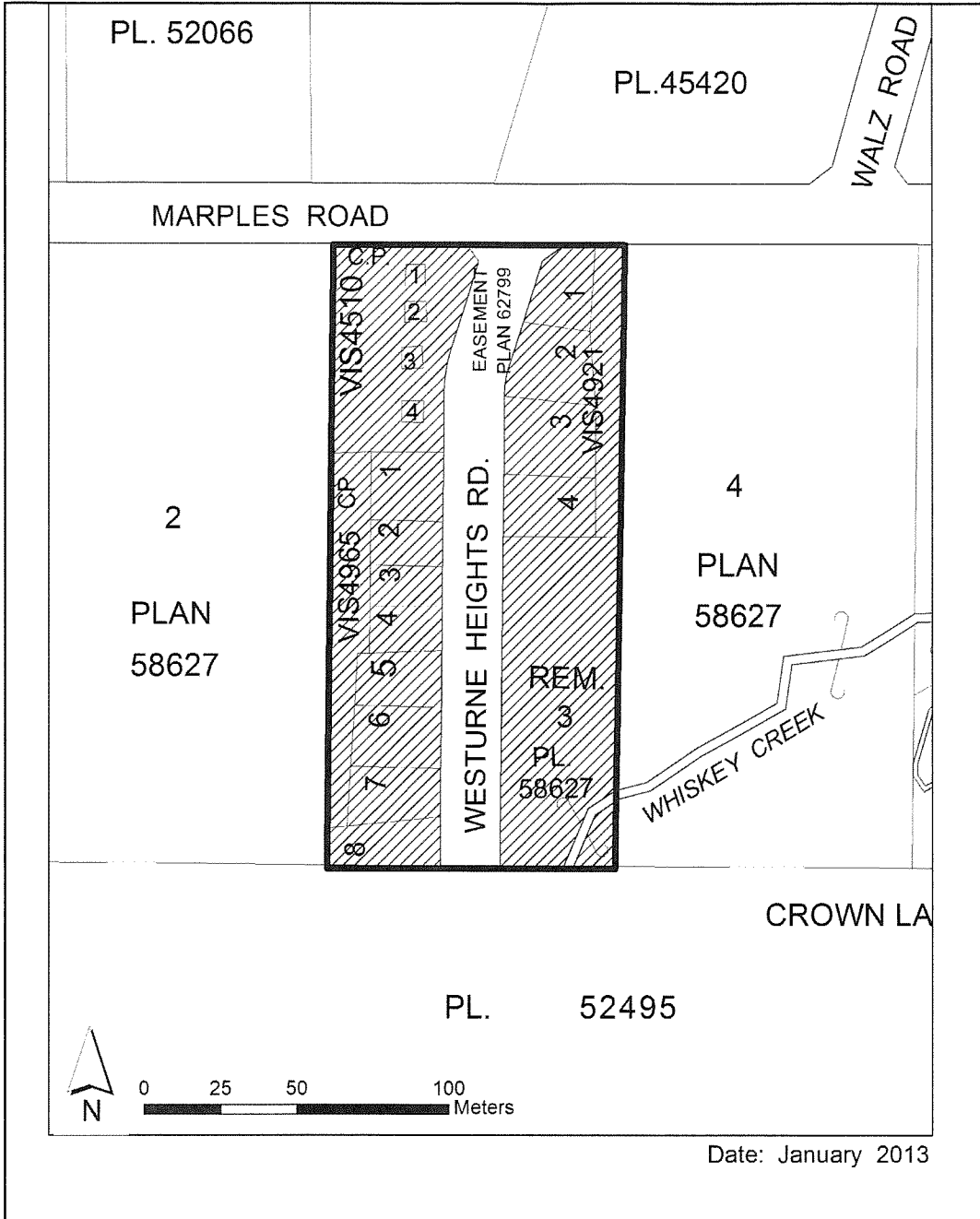
Manager Concurrence



General Manager Concurrence



CAO Concurrence



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1718

A BYLAW TO ESTABLISH A WATER SERVICE
IN A PORTION OF ELECTORAL AREA 'F'

WHEREAS under sections 796 and 800 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a water service in a portion of Electoral Area 'F';

AND WHEREAS a sufficient petition for the service has been received in accordance with section 797.4 of the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801(1)(a) of the *Local Government Act*;

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

1. **Service**

A service is hereby established to acquire, construct, obtain and improve land, buildings, vehicles and equipment for the purpose of operating a service for the supply, treatment, conveyance, storage and distribution of water to be known as the "Westurne Heights Water Service Area".

2. **Boundaries**

The boundaries of the service area is that portion of Electoral Area 'F' shown outlined on Schedule 'A' of this bylaw.

3. **Participating Area**

Electoral Area 'F' is the only participating area in this service.

4. **Cost Recovery**

In accordance with section 803 of the *Local Government Act*, the annual cost of providing this service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
and
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. **Maximum Requisition**

In accordance with section 800.1 (1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned annually in support of this service shall be the greater of:

- (a) nineteen thousand dollars (\$19,000.00); or
- (b) the amount obtained by applying a property value tax rate of \$6.00 per \$1,000 to the net taxable value of land and improvements in the service area.

6. **Citation**

This bylaw may be cited for all purposes as the "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014".

Introduced and read three times this day of , 2015.

Received the approval of the Inspector of Municipalities this day of , 2015.

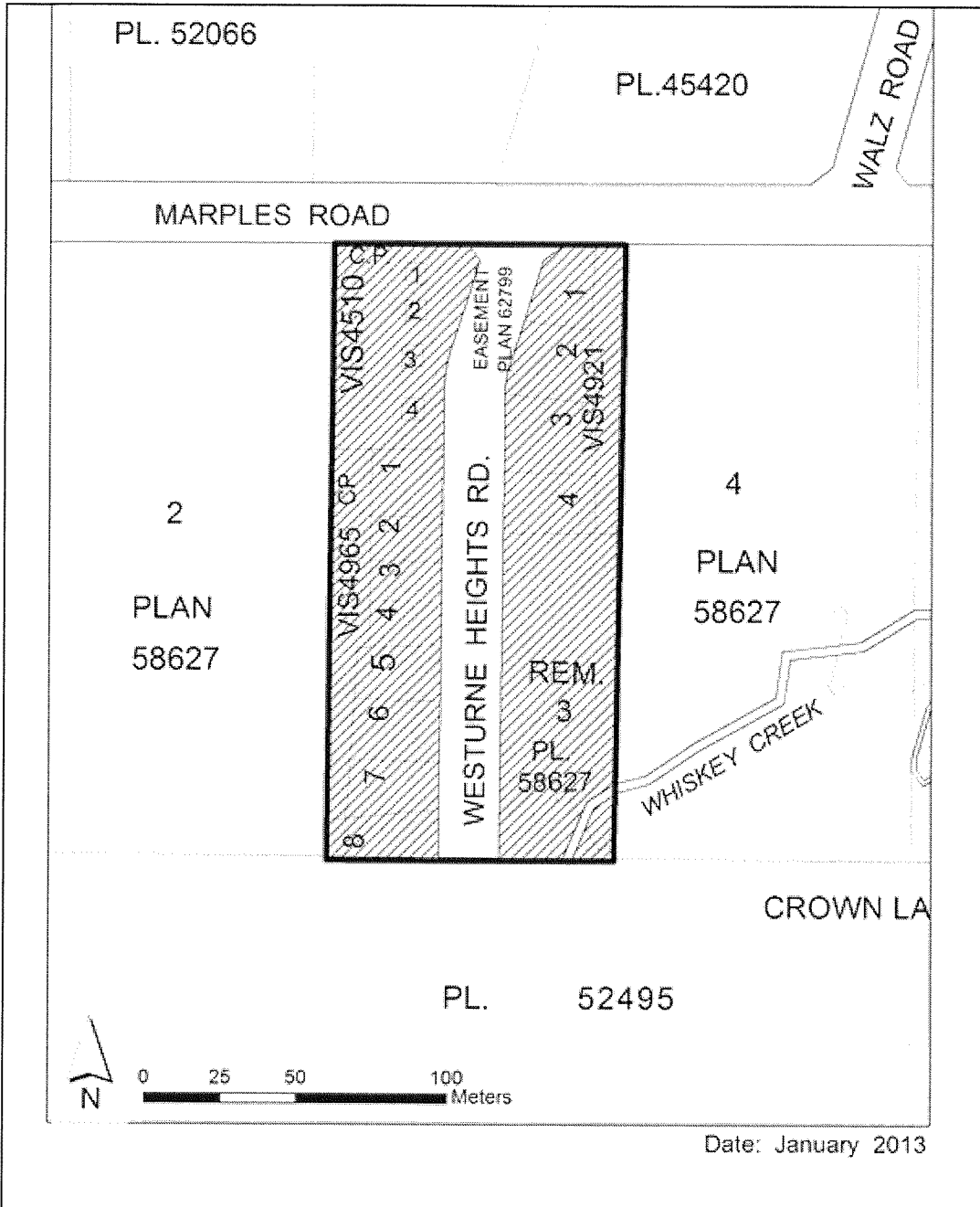
Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1719

**A BYLAW TO AUTHORIZE BORROWING FOR THE PURPOSE OF
ACQUIRING, CONSTRUCTING AND UPGRADING LAND, BUILDINGS,
VEHICLES AND EQUIPMENT FOR THE WESTURNE HEIGHTS WATER SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo established the Westurne Heights Water Service Area (the "Service") pursuant to Bylaw No. 1718 cited as "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014;

AND WHEREAS the Board has obtained the consent of the electors in the Service Area by way of a sufficient petition in accordance with Section 823.1 of the *Local Government Act*, to borrow in order to acquire, construct and improve land, buildings, vehicles and equipment for the Service;

AND WHEREAS the estimated cost of acquiring, constructing or otherwise obtaining and improving land, buildings, vehicles and equipment for the Service is the sum of \$70,000;

AND WHEREAS the financing of this capital program is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District of Nanaimo;

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

1. The Board is hereby empowered and authorized to acquire all such real and personal property, rights or authorities as may be requisite or desirable for, or in connection with, the foregoing capital program, and all related ancillary works and equipment deemed necessary by the Board for the management of the service authorized under "Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014".
2. To borrow upon the credit of the Regional District a net sum not exceeding seventy thousand dollars (\$70,000).
3. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 20 years.
4. This bylaw may be cited for all purposes as "Westurne Heights Water Service Area Loan Authorization Bylaw No. 1719, 2014".

Introduced and read three times this day of , 2015.

Received the approval of the Inspector of Municipalities this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1720

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1719	Westurne Heights Water Capital Financing Service	\$70,000	Nil	\$70,000	20	\$70,000

Total Financing pursuant to Section 825 \$70,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Seventy Thousand Dollars (\$70,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Westurne Heights Water Service Area Loan Authorization Bylaw No. 1719, the anticipated revenues accruing to the Regional District from the operation of the said Westurne Heights Water Service Area are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as “Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014”.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

C A N A D A
PROVINCE OF BRITISH COLUMBIA

AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this ____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. cited as "Westurne Heights Water Service Area Security Issuing Bylaw No. 1720, 2014", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

Chairperson

Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this ____ day of _____, 20__.

Inspector of Municipalities of British Columbia



RDN REPORT		
CAO APPROVAL		
EAP		
COW		
NOV 18 2014		
RHD		
BOARD		
		DATE:

MEMORANDUM

TO: Sean De Pol
Manager, Wastewater Services

FROM: Jolene Jackson
Special Projects Coordinator

SUBJECT: To re-appoint the “Sewage Control Manager” and the “Municipal Sewage Control Officers”

FILE: 5340-01

DATE: November 13, 2014

PURPOSE

To re-appoint the “Sewage Control Manager” and the “Municipal Sewage Control Officers” under Section 29(1) of the *Environmental Management Act*.

BACKGROUND

On January 8th 1998, by Order of the Lieutenant Governor in Council of British Columbia, the Regional District of Nanaimo (RDN) was designated as a sewage control area. Upon this designation, the RDN Board must appoint one or more persons as the “Sewage Control Manager”. In accordance with applicable enactments, the key responsibilities of the Sewage Control Manager are to:

- order, prohibit, and regulate the discharge of wastes into RDN sewage facilities;
- permit, monitor, and regulate the discharge of non-domestic wastes into RDN sewage facilities; and,
- enforce the provisions of applicable bylaws.

On September 8th 1998, the Board appointed Dennis Trudeau, who was then the Manager of Liquid Waste, as the Sewage Control Manager. Trudeau has since become the General Manager of Transportation and Solid Waste. Therefore, the responsibilities and intent of the Sewage Control Manager designation misaligns with Trudeau’s current position.

Instead of appointing a particular person, staff recommend changing the appointment to the “current Manager of Wastewater Services”. As such, the Sewage Control Manager title is tied to a position rather than a person, and the designation will remain within the appropriate department regardless of the individual filling the role of the Manager of Wastewater Services. This approach is consistent with other enactments, where the position title is specified instead of a specific person.

Municipal Sewage Control Officer

Also on September 8th 1998, the RDN Board appointed Bob Swanson – Operations Supervisor of Wastewater Services, as the “Municipal Sewage Control Officer”. While Swanson is still within the department, his position pertains specifically to the treatment facilities. Given that the intent of the Municipal Sewage Control Officer is to regulate the source of the discharge, it is more appropriate to have administrative staff in this position.

The key responsibility of the Municipal Sewage Control Officers is to assist the Sewage Control Manager with the regulation, monitoring, and enforcement of discharges to sewerage systems. For example, in the rare event that a property is discharging wastes that do not comply with applicable enactments, a Municipal Sewage Control Officer may, upon consent of the occupant or with a legal warrant, inspect the property and consult with the occupants. Section 109 of the *Environmental Management Act* specifically outlines the authorities of the Municipal Sewage Control Officers.

Staff recommend appointing both the current Project Engineer and the current Wastewater Program Coordinators of Wastewater Services as the Municipal Sewage Control Officers. The Project Engineer will primarily be able to provide informed inspections of on-site works and will be able to determine whether the site is adequate or not. The Wastewater Program Coordinators will primarily be able to interpret applicable enactments, consult with occupants, and document the site.

Re-appointing both the Sewage Control Manager and the Municipal Sewage Control Officers to the recommended positions will benefit Wastewater Services as the department will be able to regulate flows and potential contaminants coming into RDN facilities.

ALTERNATIVES

1. Re-appoint the Sewage Control Manager and Municipal Sewage Control Officers; or,
2. Do not re-appoint the Sewage Control Manager and Municipal Sewage Control Officers.

FINANCIAL IMPLICATIONS

There are no financial implications by making these appointments.

STRATEGIC PLAN IMPLICATIONS

Making these appointments align with the Regional District’s Strategic Plan.

SUMMARY/CONCLUSIONS


The Regional District of Nanaimo is required to designate a Sewage Control Manager under Section 29(1) of the *Environmental Management Act*. Dennis Trudeau was appointed as the Sewage Control Manager in 1998, as he was then the Manager of Liquid Waste. Trudeau has since become the General Manager of Transportation and Solid Waste. As the Sewage Control Manager’s duties pertain specifically to sewage, staff recommend re-designating the title to the position of the “current Manager of Wastewater Services”.


Also under Section 29(1) of the *Environmental Management Act*, the Board may appoint one or more Municipal Sewage Control Officers. The key responsibility of the Municipal Sewage Control Officers is to assist the Sewage Control Manager with the regulation, monitoring, and enforcement of discharges to sewerage systems. Staff recommend designating the “current Project Engineer” and the “current Wastewater Program Coordinators of Wastewater Services” as the Municipal Sewage Control Officers. Designating both of these positions allows the Municipal Sewage Control Officers to work as a team to best assess each situation.

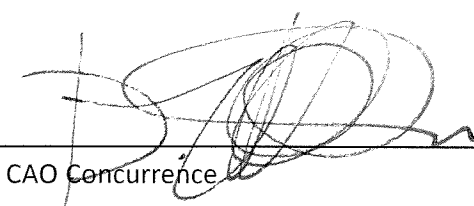
RECOMMENDATIONS

1. That the title of “Sewage Control Manager” be appointed to the “current Manager of Wastewater Services”; and,
2. That the title of “Municipal Sewage Control Officer” be appointed to the “current Project Engineer of Wastewater Services” and to the “current Wastewater Program Coordinators of Wastewater Services”.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
OCTOBER 20, 2014
7:00pm
(Nanoose Place, Nanoose Bay)

Present: George Holme - Chair
Walter Kirschner
Gordon Wiebe
Frank Van Eynde

Staff: Wendy Marshall – RDN Manager Parks Services
Elaine McCulloch - RDN Parks Planner

Not Present: Vicki Voros
Randy Orr
Scott Rowswell

CALL TO ORDER

The Chair called the meeting to order at 7:05pm.

DELEGATIONS

No delegations in attendance.

MINUTES OF LAST MEETING

MOVED F. Van Eynde, SECONDED G. Wiebe that the minutes of the regular Electoral Area 'E' Parks and Open Space Advisory Committee meeting held June 2nd, 2014 be approved.

CARRIED

CORRESPONDENCE/COMMUNICATIONS

MOVED F. Van Eynde SECONDED G. Wiebe that the following correspondence be received:

E. Soderling to RDN Board of Directors, **Re: Blueback Community Park**
E. McCulloch, RDN to E. Soderling, **Re: Blueback Community Park**
J. Spence to T. Osborne, RDN **Re: Brickyard Community Park Open Liquor**

CARRIED

REPORTS

Monthly Update of Community and Regional Parks and Trails Projects – June-Aug 2014

Monthly Update of Community and Regional Parks and Trails Projects – September 2014

Blueback Community Plan Concept Plan Update

E. McCulloch updated the committee on the planning progress for Blueback Community Park. Phase 1 Park development will likely start in 2015 once the master plan has been completed and the neighbours have been notified.

MOVED F. Van Eynde, SECONDED W. Kirschner that the Reports be received.

CARRIED

NEW BUSINESS

Committee appointment to the Fairwinds Management Plan Advisory Committee

MOVED F. Van Eynde, SECONDED G. Wiebe that W. Kirschner be appointed to the Fairwinds Management Plan Advisory Committee.

CARRIED

2014 Committee Appointments – the Committee members whose terms are about to expire (G. Wiebe, V. Viros, R. Orr) were reminded of the process to reapply.

Water Access Parking

F. Van Eynde let the Committee know that there continues to be problems with kayak tour operators parking at water accesses in the Jib Rd and Wallbeach Rd MoTI water accesses. Planning staff have been assessing the problem. Parks Staff will provide an update on this issue at the next POSAC meeting.

Oakleaf Dr. Community Park Dedication

E. McCulloch updated the Committee on the progress of the Oakleaf Dr. community park dedication that will be occurring once the subdivision has been completed. Committee members expressed an interest in attending a park site meeting. Parks staff will notify the Committee of the meeting date once it has been set. Committee attendance at the site meeting is not required.

ADJOURNMENT

MOVED W. Kirschner that that the meeting be adjourned there being no more business at 7:40pm.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR MEETING HELD
MONDAY, OCTOBER 27, 2014, 7:00PM
(*East Wellington Fire Hall, 3269 Jingle Pot Road*)

Attendance: Maureen Young, Director, RDN Board, Chair
Rick Heikkila
Bruce Erickson
Doug Cawthorne

Staff: Elaine McCulloch, Park Planner

Others: Charles Pinker, Alternate Director, RDN Director
Carl Jones, resident of East Wellington
Valerie Jones, resident of East Wellington
Jerry Blackburn, resident of East Wellington
Nora Blackburn, resident of East Wellington

Regrets: Judith Wilson

CALL TO ORDER

Chair Young called meeting to order at 7:07 p.m.

MINUTES

MOVED B.Erickson, SECONDED R. Heikkila that the Minutes of the EW/PV Parks and Open Space Advisory Committee meeting held June 23, 2014 be received.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects – May 2014

Monthly Update of Community Parks and Regional Parks and Trails Projects – Jun-August 2014

Monthly Update of Community Parks and Regional Parks and Trails Projects – September 2014

Ms. McCulloch gave a summary of the May-September, 2014, Regional and Community Parks and Trail Projects reports.

- Enlarged parking lot to 24 vehicles at Creekside Community Park to accommodate Benson Falls Regional Park parking.
- Witchcraft Lake trail needs better markings and maps. East Wellington fireman have been called out for search and rescues. Firemen concerned about liabilities when outside of their boundary.

Jingle Pot Rd Road Side Trail Update (Verbal)

Chair Young provided a brief update on the ongoing investigation into the potential widening of Jinglepot Road for pedestrian/cyclist safety. Based on advice provided by MoTi staff, RDN parks staff have been directed to write a letter to MoTi requesting the MoTi expand and pave Jinglepot Rd. by 1.5 m. on both sides. In addition, RDN staff are looking into the possibility and cost of improving and maintaining the existing roadside trail along Meadow Drive.

Anders and Dorrit's Community Park House Removal Update (verbal)

- VIU Horticultural department students to identify and map plants / trees. Pruning to be included in Fall semester. Suggested that B.C. Master Gardner be contacted to help identify plants / trees.
- House removal costs and means of removal to be emailed to committee members
- Work was done on pedestrian north entrance gate to park, and also the main gate.
- Survey work was done in the park.

MOVED R. Heikkila, SECONDED B. Erickson that a Shelter Report from Doug Cawthorne be added to the agenda.

CARRIED

Shelters Report – Doug Cawthorne

- Meadow Drive Community Park -20' x 20' shelter approx. \$23,000
- Anders and Dorrit's Community Park - 20' x 30' approx. \$89,000

Creekside Community Park/Benson Falls Regional Park Parking Update (verbal)

MOVED R. Heikkila, SECONDED D. Cawthorne to receive the reports.

CARRIED

DIRECTORS UPDATE

Chair Young provided a director's report.

- Meeting with MOTI on Jingle Pot Road suggested that the road be widen by 1.5 meters, both sides, in the future for the safety of pedestrians. More funding may be available for pedestrian safety.
- Chair Young reported about the bus route in East Wellington, secondary suites, Morden Mine Park and new bridge in Extension Miners Community Park.
- Meadow Drive trail needs much work. Need more discussion with MOTI. MOTI do not have signage for "No Motorized Vehicles Allowed"
- Request that two more benches be placed in Meadow Drive Community Park.

NEW BUSINESS

No notices of this POSAC meeting were sent out to be posted on mail boxes.

C. Pinker provided information that the fire department will be asking the RDN for permission to bury on leased park land, two 15,000 gallon tanks and one 10,000 gallon tank to be able to store /retrieve water when necessary.

ADJOURNMENT

MOVED R. Heikkila, SECONDED D. Cawthorne that the meeting be adjourned at 8:48 p.m.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
TUESDAY, November 4, 2014
7:00pm

(AGRICULTURAL HALL)

Attendance: Howard Houle, Director, RDN Board, Chair
Jacinthe Eastick
Randy Young
Sam Betts
Mark Woolley
Ivan Bulic

Staff: Elaine McCulloch, Park Planner

CALL TO ORDER

Chair Houle called the meeting to order at 7:03 p.m.

AGENDA

Amendments to the agenda included adding "GaLTT /POSAC PROJECTS – update" under "Reports"; adding "Business arising from Delegations", "Business arising from Correspondence" and "Business arising from the Reports" before "New Business"; and adding "POSAC Appointments" under "New Business".

MOVED Randy Young, SECONDED M. Woolley to adopt the agenda as amended.

CARRIED

LATE DELEGATIONS

MOVED R. Young, SECONDED M. Woolley to receive the late delegations.

CARRIED

Bob Meyer - Gabriola Softball Association

Mr. Meyer presented a Playground Project for Rollo McClay Park for endorsement. The Association has "about \$4,000" towards the realisation of the project, hopefully in the Spring 2015. A sketch of the location, material list and cost estimate were provided. Chair Houle pointed out that volunteer hours should always be listed in the cost estimate.

Mary Gillis - Fenced Off Leash Dog (FOLD) Park Committee

Ms. Gillis presented a map of Rollo McClay Park with the outlined area for the Dog Park. The Group considers Rollo McClay Park more suitable than the previously considered Paisley Park. 1.5 acres would be adequate. The Group has enthusiastic supporters, eager to fund-raise or to do whatever is needed to get the project completed as soon as possible. Committee member Young cautioned that the fence area not block an existing trail. He will meet with representatives from the group to walk the trails. The group feels that 1.5 acres would be sufficient space for the off-leash dog park.

MINUTES

MOVED R. Young, SECONDED S. Betts to adopt the Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held June 3, 2014, as presented.

CARRIED

CORRESPONDENCE/COMMUNICATIONS

S. Betts, to H. Houle, RDN Director, **Re: Comments on Huxley Park Plan**

G. Elliott, to E. McCulloch, RDN, **Re: Huxley Park Tot Lot Request**

C. Straw, to E. McCulloch, RDN, **Re: Huxley Park Tot Lot Request**

E. McIntosh, to E. McCulloch, RDN, **Re: Huxley Park Tot Lot Request**

A. Rose, to E. McCulloch, RDN, **Re: Huxley Park Tot Lot Request**

M. Dickenson, to H. Houle, RDN Director, **Re: POSAC Resignation**

I. Bulic, POSAC 'B' Member, to H. Houle, RDN Director, **Re: Gabriola Bridge Feasibility Study**

D. Banman, RDN AGM, to S. Zupanec, Island Trust, **Re: Gabriola Island Draft Bylaws 271 & 272 Referral to Zone Parks**

MOVED J. Eastick, SECONDED M. Woolley to receive the correspondence.

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trail Projects – May 2014

Monthly Update Regional and Community Parks and Trail Projects – June-August 2014

Monthly Update Regional and Community Parks and Trail Projects – September 2014

Ms. McCulloch gave a summary of the May, June-August and September Regional and Community Parks and Trails Projects Reports.

- GIS stands for Global Information System
- Walkway to trail at end of Whalebone was removed after ditching. Howard will check with RDN crew and get back to GALTT if needed.
- Siltation in the well water at Rollo McClay Park is ongoing; the alternative of drilling another well may not be a solution. The trucked drinking water is coming from Nanaimo.

GaLTT /POSAC PROJECTS - update from list of projects dated February, 27, 2014

- A "ROAD CLOSED" sign needs to be ordered and installed at the junction of the Old Centre Road Trail and 707 park boundary.
- The requested sign on erratic trail indicating the trail to Wilkinson Way and South Rd. is no longer needed.
- Signs #16 and #17 on Ricki Road have been repositioned.
- Request to MOTI for a "permit to construct" to develop trails in the gravel pit between Honey Suckle Lane and Wild Cherry Terrace may not be required. E. McCulloch to follow up on this.
- The request to MOTI for a "permit to construct" for the development of a trail from Peterson Rd to McDonald Road is on the work program.
- Approval still needed to proceed with improving drainage at Bell's Landing. E. McCulloch to confirm with staff.

- Cox Community Park Trail – verbal update from R. Young. A stile with a railing will be needed to scale over a large cedar log. E. McCulloch to consult with management on this matter.

Huxley Park Master Plan Report – Verbal Update by E. McCulloch

One consolidated preferred concept plan has been developed from the community and stakeholder consultation processes. Revisions are still needed. Cost estimates need to be done, power supply to be upgraded; no well planned; portable potty and Tot Lot in the plan as well.

Mudge Island Water Access Boundary Identification Report

Mr. Woolley presented a written report (attached) and a verbal one. Volunteers continue to look for water access pins with equipment purchased by the RDN and on loan to the Mudge Islanders as long as required. Bark mulch to be used in delineation of trails.

MOVED S. Betts, SECONDED M. Woolley to receive all the Reports as presented.

CARRIED

BUSINESS ARISING FROM DELEGATIONS

Rollo McClay Playground Proposal

MOVED M. Woolley, SECONDED R. Young that the Rollo McClay playground project be endorsed as presented by the Softball Association contingent upon the approval of a detailed plan, staff time & monetary provisions.

CARRIED

Off Leash Dog Park

If Rollo McClay Park is selected as the ultimate site for an off leash dog park, consideration must be given to creation of upper parking lot, consultation with other park users, neighbours, sanitation, garbage disposal, and the existing trail.

MOVED Y. Bulic, SECONDED R. Young that the creation of a dog park on Gabriola Island be supported, pending the approval of a detailed plan and location.

CARRIED

BUSINESS ARISING FROM CORRESPONDENCE/COMMUNICATIONS

MOVED Y. Bulic, SECONDED M. Woolley that Area B POSAC communicate with the RDN Board to advise that the terms of reference of a fixed link feasibility study include assessments of potential impacts on parks, beach accesses and open spaces on Gabriola and Mudge Islands; and that communication to MOTI advise that any consultants who undertake a feasibility study, do consult with RDN Electoral Area B representative Howard Houle and/or RDN staff to develop terms of reference for the feasibility study.

DEFEATED

NEW BUSINESS

POSAC Appointments

Randy Young and Sam Betts' terms on POSAC are expiring in December 2014.

IN CAMERA SESSION

MOVED S. Betts, SECONDED M. Woolley that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

CARRIED

ADJOURNMENT

MOVED R. Young to adjourn at 9.20

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA F PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, NOVEMBER 17, 2014
7:00pm
ARROWSMITH HALL, COOMBS

ATTENDANCE: Julian Fell, director RDN Board, Chair
Alfred Jablonski
Barbara Smith
Colin Anderson
David Edgeley
Reg Nosworthy
Earl Billingsley

STAFF: Wendy Marshall
Elaine McCulloch

CALL TO ORDER

Chair Fell called the meeting to order 7:02 p.m. The agenda was approved.

MINUTES

MOVED A. Jablonski, SECONDED D. Edgeley that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated July 9, 2014 be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED R. Nosworthy, SECONDED B. Smith to receive the following correspondence:

R. Koop, SD 69 to T. Osborne, RDN, **Re: Notification of Playground Equipment Removal from Following Former School Sites.**

T. Stone, Ministry of Transportation to J. Stanhope, RDN Board, **RE: Playground Zone Signs.**

CARRIED

BUSINESS ARISING FROM THE MINUTES

B. Smith advised that written approval from the RDN regarding the support for the Silver Spur Riding Club's s.57 Application over the trails on Crown land near Little Mountain had not as yet been sent. Ms. McCulloch advised that a letter introducing the Silver Spur Riding Club to the Nanoose First Nation had been drafted. B. Smith declined the offer of an introductory letter and requested that a letter of support be addressed to the Province of BC in its stead.

Chair Fell suggested that B. Smith await feedback from Ms. Diwold regarding the Errington School Trail project.

R. Nosworthy requested an update of the Malcolm Park trailhead enquiries by Ms. McCulloch. Ms. McCulloch advised that there had been weekly efforts made to obtain feedback from the present owner but it appeared that obtaining formal permission for the trail encroachment behind the Whiskey Creek store parking lot is not feasible at this time.

MOVED R. Nosworthy, **SECONDED** A. Jablonski that the trail head to Malcolm Park be located on Redman Road.

CARRIED

REPORTS

Monthly Update of Community and Regional Parks and Trail Projects

Ms. McCulloch referred to the Community Parks and Regional Parks and Trails Projects reports for June, July, August, September, and October, provided to the committee.

R. Nosworthy questioned what was the draft signage plan for Malcolm Park, as it appeared that very few people were aware of this "hidden gem", the subject of a recent newspaper article. Ms. Marshall advised that MOTI has been resistant to directional road signage. C. Anderson commented that there was, for a period of time, a considerable amount of new garbage on the trail after the Malcolm Park story was published.

R. Nosworthy commented that the trail counter data is not consistent throughout the Reports and Ms. Marshall advised that RDN staff would revisit the accuracy of that data.

B. Smith asked whether there was a River's Day Celebration in September on Englishman River and Ms. Marshall advised that there was just not enough attendance in previous years to warrant holding this event in 2014.

Arrowsmith Community Trail (ACT) Update

Chair Fell was pleased to report that he had investigated other funding for the ACT project and was able to allocate Community Works Funds for trail building. This money could only be used for the actual design and construction of trails, not for the staff time involved in contracting out the work. Chair Fell met with Joan Michel, RDN Parks and Trails Coordinator and walked the Carrothers and Price trail corridors. A determination is needed on what class of trail should be constructed.

MOVED D. Edgeley and **SECONDED** R. Nosworthy that there be a subcommittee struck and composed of Chair Fell , R. Nosworthy, D. Edgeley, and E. Billingsley to provide direction on trail development.

CARRIED

Meadowood Community Park Pavilion Update

A. Jablonski advised that Darcy Pickles is overseeing the Pavilion and the roofing and other materials have been obtained. Drawings and permits are in place.

Meadowood School site Community Park Lease

Chair Fell advised that a 10 year minus 2 day lease has been entered into with School District 69 on the 5 acre parcel adjoining the North West side of Meadowood Community Park.

Meadowood Community Park Portables

Chair Fell reviewed the ongoing possible costs of moving and reassembling portables.

MOVED D. Edgeley, SECONDED R. Nosworthy to receive the Reports.

CARRIED

NEW BUSINESS

B. Smith referred to the Community Parks and Trails Strategy Map of Whiskey Creek to Coombs area and asked if there was any movement to develop trails in that area. Chair Fell advised that the priority is to develop the trail system near the Errington School, next Coombs along with Meadowood Park and that there just was not enough population in the western side of Area F to warrant further trail development at this time.

Ms. McCulloch commented on the cost of couriering information to the AREA F POSAC members prior to the meeting, in addition to the email enclosures and delivery of material at the meeting. Only Chair Fell and R. Nosworthy wanted the information couriered at this time, the remainder of the Committee members are satisfied with having the agenda emailed to them with the understanding that they will be provided with a hard copy at the meetings.

IN-CAMERA

MOVED R. Nosworthy, SECONDED E. Billingsley that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

ADJOURNMENT

MOVED R. Nosworthy that the meeting be adjourned at 8:02 p.m.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, NOVEMBER 19, 2014
7:00PM
(CEDAR UNITED CHURCH)

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Bernard White
Angela Vincent
Andrew Thornton

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

Regrets: Eike Jordan
Carolyn Mead
Patti Grand
Kerri-Lynne Wilson

CALL TO ORDER

7:00pm - There was not enough members for a quorum. Commissioner White had advised he would be late so the committee waited for him to arrive so there was a quorum.

Chair McPherson called the meeting to order at 7:38 PM.

MINUTES

Chair McPherson noted the error in the roundtable comments that the Friends of Morden Mine did not contribute \$23,500 to the engineering study. The correct amount is \$1,000 from the Friends of Morden Mine.

MOVED Commissioner Vincent, SECONDED Commissioner White that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 17, 2014 be received as amended.

CARRIED

MOVE Commissioner White, SECONDED Commissioner Thornton that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Grant Sub-Committee ending October 8, 2014 via email be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

MOVED Commissioner White, SECONDED Commissioner Vincent that the Electoral Area 'A' Grant-In-Aid application for Cedar Family of Community Schools be approved for a total of \$440.00 to purchase equipment for a community cooking bin.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner White, SECONDED Commissioner Fiddick that the following Communications/Correspondence be received:

T. Stone, Ministry of Transportation and Infrastructure to J. Stanhope, RDN Board, **RE: Playground Zone Signs**

D. Banman, RDN, to P. Sabo, School District 68, **RE: School District 68 and RDN Meeting**

CARRIED

REPORTS

Monthly Update of Regional and Community Parks and Trail Projects–September 2014

Monthly Update of Regional and Community Parks and Trail Projects–October 2014

Ms. McCulloch was available to answer questions related to the monthly updates. There were no questions.

MOVED Commissioner Thornton, SECONDED Commissioner White that the Monthly Update reports be received.

CARRIED

Water Access Report/Priorities (*Commission*)

Commissioners will introduce the project at the next meeting in February with the new commission members and will meet following that to make a more detailed priority list. The following potential priorities were discussed.

A20 – Driftwood Rd. (at Bostrom Rd)

- Nice pathway
- Cut back the bush and add a little culvert
- Make it more visible with a sign for public awareness. A standard MoTI post sign
- A permit to MOTI would be necessary

#10- Pylades Dr.

- Make a pathway down to the beach
- Already has a bench

Viewpoints for memorial bench areas:

- Cedar by the SEA
- Seaspray
- End of Barnes Road

Nanaimo River Pedestrian Crossing at MCRT Feasibility Study Report (For Information)

Chair McPherson noted the costs included a fairly large contingency of 30%.

MOVED Commissioner White, SECONDED Commissioner Vincent that the Water Access and MCRT Feasibility Report be received for information.

CARRIED

RECREATION

Planning Session Notes w/ Inventory List

Ms. King gave an update of the tasks that staff were asked to do in the planning session. She noted that that there was correspondence to meet with the school district done and a brochure summarizing the grant criteria and application process was done up for distribution and copies given to the commission members to distribute. An invitation was extended to Arrowsmith Community Recreation Association and Gabriola Recreation Society to come and present on their experiences to the commission in April.

**Facility Usage Survey RDN Board Briefing – School District 68 only - Nov 2010
Recreation Facilities and Sport fields Services Agreements Report- Nov 2012**

As this agreement is up for renewal in mid- 2015, it will be discussed in future meetings and this was a chance to review the history for future discussions.

MOVED Commissioner White, SECONDED Commissioner Vincent that the reports be received for information.

CARRIED

NEW BUSINESS

Cedar Sport Court

Chair McPherson updated that he had a phone call from Snuneymuxw First Nation and they noted they would be taking this proposal to the band council before Dec 19. They still are planning to take a trip up to Courtney and Campbell River to tour their recreation sport courts and Chair McPherson would attend as well and bring some photos back to the commission. He noted that the barrier for improving the court in the past was that the associated upgrade costs had been too high for the Snuneymuxw First Nations.

MOVED Commissioner Thornton, SECONDED Commissioner White that the Regional District of Nanaimo enter into a contribution agreement for up to \$120,000 of Electoral Area 'A' Community Works Funds with Snuneymuxw First Nation for the construction of a sport court, subject to the conclusion of an agreement between the two parties for long term community use.

Commission Applications/Renewals

Chair McPherson noted there are two members not returning next year and 3 terms expiring. He hopes to encourage some applicants from other areas of the Electoral Area and hopes the others will reapply. Applications were distributed.

IN CAMERA

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

TIME: 8:20pm

CARRIED

ADJOURNMENT

MOVED Commissioner Vincent that the meeting be adjourned at 8:22pm.

CARRIED

Chair