

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JUNE 9, 2015

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

9-10 **Lisa Holloway, Island Health**, re Provision of Coordination and Development Services for the Oceanside Health and Wellness Network.

MINUTES

11-16 Minutes of the Regular Committee of the Whole meeting held Tuesday, May 12, 2015.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

17 **Christy Clark, BC Premier**, re Meetings at 2015 UBCM Convention.

18-20 **Sav Dhaliwal, UBCM President**, re 2014 Resolutions.

21-40 **Kelly Olsen**, re Proposed cell tower at 1421 Sunrise Drive, Electoral Area 'G'.

REGIONAL AND COMMUNITY UTILITIES

41-43 Engineering Services – Bowser Village Centre Wastewater Service: Collection, Treatment, and Disposal Project.

44-72 Water System Transfer Agreement Amendments – Maz-Can Investments Ltd. – Lot 3, District Lot 67, Nanoose District, Plan 29941.

FINANCE

- 73-78 Report on the Use of Development Cost Charges in 2014 and to Authorize the Expenditure of Development Cost Charge Funds in 2015 – Bylaws 1727 and 1728.
- 79-89 Operating Results for the Period ending March 31, 2015.
- 90-115 2014 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information.
- 116-140 RDN Support Structure for Fire Service Areas.

TRANSPORTATION AND SOLID WASTE

TRANSIT

- 141-147 Route 15A VIU Connector (Jingle Pot) Service Review.

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

Electoral Area 'F' Parks and Open Space Advisory Committee.

- 148-151 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, March 11, 2015 (For Information).

Grants-in-Aid Advisory Committee

152-153

Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, May 20, 2015 (For Information).

District 68

1. *That Grant-in-Aid funds for District 68 be awarded as follows:*

Organization

Gabriola Arts Council – 7th Annual Gabriola Theatre Festival lighting rental	\$900.00
People for a Healthy Community on Gabriola Society – Transportation assistance	\$800.00
Gabriola Land & Trails Trust – Purchase of bobcat loader and trailer	\$0.00
Gabriola Softball Association – Towards the purchase of a fiber base for a playground at Rollo McClay Park	\$1,250.00
Scouts Canada 1st Gabriola Scouts Group – Planning library books for Beavers and Cubs	\$741.30
Tozan Cultural Society – Construction of wood-fired kiln, repairs to firing chamber of the Tozan kiln, and building an extension on the kiln shed	\$0.00
Total	\$3,691.30

2. *That the remaining District 68 funds in the amount of \$1417.03 be carried forward to the 2015 Fall Grants-in-Aid budget.*

District 69

1. *That Grant-in-Aid funds for District 69 be awarded as follows:*

Organization

Communities to Protect Our Coast – Subsidy for 10 tables for exhibitors at Flourishing in a Green Economy Tradeshow	\$0.00
Corcan-Meadowood Residents Association – Purchase of two sets of two Motorola waterproof GMRS 56 km radios	\$313.57
Errington Preschool Parents Society – Purchase of children’s songbooks, small percussion instruments, nutritional guides for early childhood, and books for the yearly workshop	\$845.00
Lighthouse Community Centre Society – Highway sign production	\$2999.11
Oceanside Building Learning Together Society – Motion lights and security cameras for Storybook Village	\$1724.00
Qualicum Bay Lions Club – Roof repairs	\$5,000.00
Total	\$10,881.68

2. *That the remaining District 69 funds in the amount of \$2,071.19, be carried forward to the 2015 Fall Grants-in-Aid budget.*

Transit Select Committee.

154-156 Minutes of the Transit Select Committee meeting held Thursday, May 21, 2015 (For Information).

157-174 **2015-2016 Conventional and Custom Annual Operating Agreement – Regional District of Nanaimo / BC Transit.**

That the 2015/2016 Conventional and Custom Annual Operating Agreement (AOA) with BC Transit be approved.

District 69 Recreation Commission.

175-179 Minutes of the District 69 Recreation Commission meeting held Thursday, May 21, 2015 (For Information).

180-181 **Grant Approvals**

1. *That the following District 69 Youth Recreation grant applications be approved:*

Youth Organization

Arrowsmith Community Recreation Association - youth sports program	\$1,500.00
Bard to Broadway - Performing Arts Education Series	\$2,225.00
Bard to Broadway - Summer Youth Theatre Workshop	\$955.00
Kwalikum Secondary School - Dry Grad	\$1,200.00
District 69 Family Resource Association - youth drop-in swim passes	\$1,673.00
District 69 Family Resource Association - 4-days summer camp activity	\$422.00
Parksville and District Rock and Gem Club - equipment	\$1,500.00
Ravensong Breakers Aquatic Club- equipment	\$2,500.00
Oceanside BMX - starting gate repairs	\$2,500.00
Total	\$14,495.00

2. *That the following District 69 Community Recreation Grant applications be approved:*

Community Organization

Bow Horne Bay Community Club - Fall Fair children's activity	\$2,500.00
Errington Cooperative Preschool - equipment	\$2,500.00
Family Resource Association - Special Needs Family Retreat	\$1,500.00
Oceanside Building Learning Together Society - equipment, supplies for expansion	\$1,500.00
Oceanside Community Arts Council - program supplies	\$2,000.00
Parksville Curling Club - light tube replacement	\$2,200.00
Qualicum and District Curling Club - ice scrapper replacement	\$2,500.00
Vancouver Island Opera – facility rental; print costs	\$2,000.00
Total	\$16,700.00

182-192

Rubberized Track Surface at Ballenas Secondary School

That as part of the 2016 District 69 Recreation Services Master Plan development, a needs assessment for an outdoor multi-sport complex be conducted prior to further development of a track complex.

Business Arising From Delegations or Communications

That, in 2015, staff explore partnerships with the Town of Qualicum Beach, City of Parksville, School District 69, local sports associations, community service organizations and businesses to determine the interest level in funding and operating an outdoor multi-sports complex in District 69.

EXTERNAL BOARDS

Arrowsmith Water Service Management Board.

193-195

Minutes of the Arrowsmith Water Service Management Board meeting held Thursday, May 7, 2015 (For Information).

196-205

Arrowsmith Water Service 2015-2019 Financial Plan.

That the Arrowsmith Water Service 2015-2019 Financial Plan be adopted.

Englishman River Water Service Management Board.

206-209 Minutes of the Englishman River Water Service Management Board meeting held Thursday, May 7, 2015 (For Information).

210-223 **Englishman River Water Service 2015-2019 Financial Plan.**

That the Englishman River Water Service 2015-2019 Financial Plan be adopted.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Island Corridor Foundation

At the May 26, 2015 Board meeting, Director Fell advised that he would be bringing the following motion to the June 9, 2015, Committee of the Whole agenda:

That the Island Corridor Foundation be requested to provide to the Regional District of Nanaimo, the text of the pending agreement between the Island Corridor Foundation and Southern Railway of Vancouver Island so that the Regional District of Nanaimo may ensure that there are no unacceptable entanglements, conditions, commitments or liabilities that might descend to the Regional District of Nanaimo should the member-owners of the Island Corridor Foundation decide to change the structure, status or mission of the Island Corridor Foundation.

Management of Port Alberni Subdivision.

At the May 26, 2015 Board meeting, Director Fell advised that he would be bringing the following motion to the June 9, 2015, Committee of the Whole agenda:

That the Regional District of Nanaimo notify the Alberni Pacific Railway and Island Corridor Foundation that Alberni Pacific Railway management of the corridor track within the Regional District of Nanaimo should be in accord with the community wishes and Official Community Plan of Electoral Area 'F' of the Regional District of Nanaimo. To this end the appointment by the Regional District of Nanaimo of representatives to participate in the management of the Port Alberni Subdivision would be an appropriate solution.

Electoral Area 'B' Transit Service.

At the May 26, 2015 Board meeting, Director Houle advised that he would be bringing the following motion to the June 9, 2015, Committee of the Whole Agenda:

That the Board direct staff to investigate options for transit service (outside of the Regional District of Nanaimo's and BC Transit's Annual Operating Agreement) to be implemented in Electoral Area 'B'.

IN CAMERA

That pursuant to Sections 90(1) (g), (i), and (k) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to litigation, solicitor-client privilege, and the proposed provision of municipal services.

ADJOURNMENT

Re: Provision of Coordination and Development Services for the Oceanside Health and Wellness Network.

From: Holloway, Lisa
Sent: Friday, May 29, 2015 12:05 PM
Subject: RE: RDN Board Contact

I'd like to confirm that the Oceanside Health and Wellness Network (OHWN) would like to attend the Tuesday, June 9th Committee of the Whole.

The purposes is to explain the partnership proposed by OHWN for the administration of funds and contracting of a community Coordinator who would conduct duties in support of the OHWN priorities which address the social determinants of health in the Parksville/Qualicum area. This relationship would be similar to those between Community Health Networks in Cowichan and Port Alberni and their Regional Districts.

A letter is attached with more details and background information. I understand we will have 10 minutes only. Would the board be interested in a power point presentation or is a discussion in regards to the partnership preferred? I'm thinking there may not be adequate time for a power point. Either option is fine for us.

Thank you for your assistance in scheduling this time with your Directors.

Lisa

Lisa Holloway | Project Manager, Community Integration
Integrated Primary and Community Care

Phone: 250.740.6932 | Cell: 250.802.2957 Local: 56932
Web: www.viha.ca | [Facebook](#) | [Twitter](#)



Oceanside Health & Wellness Network

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

May 28, 2015

To whom it may concern,

The Oceanside Health and Wellness Network (OHWN) is a community-based network comprised of a range of participants, including but not limited to local non-profits, local governments, educational institutions, health care organizations, and active citizens. We work together to more effectively advance the health and wellbeing of the population of Oceanside through addressing those factors that influence health and other complex issues that groups cannot effectively address on their own, and to speak as one voice on these issues. We have identified affordable housing, transportation and hungry kids the top priorities for action to help improve health outcomes in Oceanside communities.

In 2013, Island Health presented to the Board of Directors of the Regional District regarding the possibility of forming a community health network in Oceanside. The Board of Directors supported the idea in principle. Since then, elected representatives and RDN staff have participated in the network. In early 2015, a Memorandum of Understanding was instituted for the RDN's holding and dispersing of \$15,000.00 seed funding provided by Island Health. Island Health has recently approved \$30,000.00 additional funds to support the contracting of a part time Coordinator who will conduct a range of duties in support of the network.

OHWN requests that the RDN would hold the funds and the contract for this position, as is the norm for how other Regional Districts on Vancouver Island support of other community health networks. As with the other community health networks, OHWN is not an independent society and so therefore cannot hold funds or administer the contract for this vital Coordinator position.

Thank you for your consideration.

Sincerely,

Devon MacFarlane
Manager,
Community Development and Service Integration

Lisa Holloway
Project Manager, Community Integration
Integrated Primary and Community Care

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MAY 12, 2015 AT 7:07 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
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

Cory Vanderhorst, MNP, re Audited Financial Statements.

Mr. Vanderhorst provided a visual and verbal overview of the Audit Findings Report and the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2014.

LATE DELEGATIONS

MOVED Director Young, SECONDED Director Lefebvre, that late delegations be permitted to address the Board.

CARRIED

John Barker and Garry Hein, re Rogers Cell Tower, 1957 Plecas Road, Electoral Area 'C'.

John Barker and Garry Hein voiced their concerns regarding the public consultation process and the potential placement of a cell tower at 1957 Plecas Road and asked the Board to send a letter of non-concurrence to Industry Canada and Rogers.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, April 14, 2015.

MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the regular Committee of the Whole meeting held April 14, 2015, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Darren Hird, Rogers, re Update with regard to Rogers Proposed Telecommunications Installation in Electoral Area 'C' (1957 Plecas Road).

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence received from Darren Hird, Rogers, regarding an update with regard to Rogers proposed telecommunications installation at 1957 Plecas Road, Electoral Area 'C', be received.

CARRIED

Lavonne Garnet, re Rogers Telecommunications Proposed Cell Tower.

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence received from Lavonne Garnet regarding the Rogers telecommunications proposed cell tower be received.

CARRIED

Todd Stone, Minister of Transportation and Infrastructure, re Transit Services.

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence received from Todd Stone, Minister of Transportation and Infrastructure, regarding transit services be received.

CARRIED

Derek Sturko, Ministry of Agriculture, re Regulatory Amendments Affecting the Production of Medical Marijuana on Agriculture Land Reserve.

MOVED Director Rogers, SECONDED Director Veenhof, that the correspondence received from Derek Sturko, Ministry of Agriculture, regarding regulatory amendments affecting the production of medical marijuana on Agriculture Land Reserve be received.

CARRIED

FINANCE

2014 Financial Statements and Audit Findings Report.

MOVED Director McPherson, SECONDED Director Haime, that the Audit Findings Report and the financial statements of the Regional District of Nanaimo for the year ended December 31, 2014, be received.

CARRIED

MOVED Director McPherson, SECONDED Director Haime, that the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2014, be approved as presented.

CARRIED

UBCM/First Nations Tax Commission Report on First Nation Property Tax, Services, and Economic Development in British Columbia.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the report be received for information and that the suggestions included in the First Nation Property Tax, Services and Economic Development in British Columbia report released by the Union of BC Municipalities and the First Nations Tax Commission be supported in principle.

CARRIED

Automatic Response Agreement for Fire Services in District 68 Departments.

MOVED Director McPherson, SECONDED Director Young, that the Automatic Response Agreement between the North Cedar Improvement District, the Cranberry Fire Protection District and the Regional District of Nanaimo for coverage in the Cassidy-Waterloo, North Cedar Improvement District and Cranberry Fire Protection areas be approved, and that the Board Chair and Corporate Officer be authorized to sign the Automatic Response Agreement on behalf of the Regional District of Nanaimo.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Alternative Approval Process to Establish a Taxi Saver Service on Gabriola Island.

MOVED Director Houle, SECONDED Director Young, that "Gabriola Island Taxi Saver Service Establishment Bylaw No. 1725, 2015" be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Young, that the Board establish 4:00 pm on Tuesday, September 8, 2015, as the deadline for receiving elector responses for the alternative approval process.

CARRIED

MOVED Director Houle, SECONDED Director Young, that the Board approve the Elector Response Form as provided in Attachment 2.

CARRIED

MOVED Director Houle, SECONDED Director Young, that the Board determine the total number of electors to which the approval process applies to be 3,361.

CARRIED

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

East Wellington and Pleasant Valley Parks and Open Space Advisory Committee.

Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, March 30, 2015.

MOVED Director Young, SECONDED Director McPherson, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, March 30, 2015, be received for information.

CARRIED

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

Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 15, 2015.

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, April 15, 2015, be received for information.

CARRIED

Grant Approvals.

MOVED Director McPherson, SECONDED Director Young, that the following Electoral Area 'A' Recreation Grant-in-Aid Applications be approved:

Cedar Family of Community Schools	To purchase preschool equipment for a 5 week summer preschool camp at the Cedar Heritage Centre and for the preschool gymnastics program at Woodbank School. Items include 3 bikes and helmets and an Obstacle Course Kit.	\$678.00
1st Cedar Scouts	To purchase 15 pairs of snowshoes and 4 GPS equipment.	\$1500.00
Cedar 4-H Club	To purchase signage, copy paper, shavings (animal bedding), animal lease or purchase, animal feed, portable toilet, cell phone rental, rakes, forks, shovels, nails, paint, crayons, cleaners, hand washing supplies, buckets, and brooms.	\$1500.00

CARRIED

Emergency Management Select Committee.

Minutes of the Emergency Management Select Committee meeting held Wednesday, April 22, 2015.

MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Emergency Management Select Committee meeting held Wednesday, April 22, 2015, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Rogers Cell Tower, 1957 Plecas Road, Electoral Area 'C'.

MOVED Director Young, SECONDED Director Veenhof, that staff be directed to inform Industry Canada, the proponent, Rogers Communications Inc., and their agent, Altus Corporation of the telecommunication tower proposed at 1957 Plecas Road, Nanaimo, BC, in Electoral Area 'C', that the Regional District of Nanaimo Board of Directors provide a Notice of non-concurrence to locate a cell tower at 1957 Plecas Road, Nanaimo, Electoral Area 'C'.

CARRIED

NEW BUSINESS

Notice of Motion – Volunteer Mileage Reimbursement Policy.

Director Veenhof noted that the following motion will be brought forward to the May 26, 2015, Board Agenda:

That staff review the opportunity to include Emergency Social Services volunteers within the current policy that provides for the reimbursement of travel expenses for volunteers to Regional District of Nanaimo committees and bring the necessary policy changes forward, including financial implications, for consideration by the Board.

Notice of Motion – Island Corridor.

Director Fell noted that the following motion will be brought forward to the May 26, 2015, Board Agenda:

That the Board request the Minister of Transport to provide the Regional District of Nanaimo a copy of the reports of consultants on the effectiveness of the proposed provincial and federal government grants to the Island Corridor Foundation for E & N Railway repairs.

IN CAMERA

MOVED Director Thorpe, SECONDED Director Lefebvre, that pursuant to Sections 90(1)(f), and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to law enforcement and the proposed provision of municipal services.

CARRIED

TIME: 8:04 PM

ADJOURNMENT

MOVED Director Thorpe, SECONDED Director Veenhof, that this meeting be adjourned.

CARRIED

TIME: 8:07 PM

CHAIRPERSON

CORPORATE OFFICER



May 27, 2015

Dear Mayors and Regional District Chairs:

As we prepare for the upcoming 2015 UBCM Convention in Vancouver this September, I wanted to let you know that my caucus colleagues and I are once again looking forward to listening to the discussions around the issues and initiatives that affect British Columbia's communities and the people who live there. Our work depends on your input and your insight, and my colleagues and I will be there to listen and to learn about your priorities.

The theme this year, *Excellence in Action*, is a wonderful way to recognize the successful track we have worked on together to build our province, to highlight our strengths and to lead the way to securing a future for British Columbians today and for many years to come.

If you would like to request a meeting with me or a Cabinet Minister on a specific issue during this year's convention, the online registration form at <https://UBCMreg.gov.bc.ca> will go live on June 15th. The invitation code is MeetingRequest2015 and it is case sensitive.

It'll be great to see you at the UBCM Convention. If you have any questions, please contact my UBCM Meeting Request Coordinator, Tim Wong, via his email address which is: UBCM.Meetings@gov.bc.ca or by phone at 604-775-1600.

Sincerely,

A handwritten signature in black ink that reads "Christy Clark". The signature is written in a cursive, flowing style.

Christy Clark
Premier

May 11, 2015

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

RDN CAO'S OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
MAY 2 0 2015			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		

Dear Chair Stanhope:

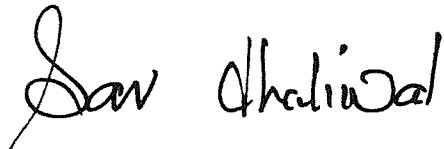
Re: 2014 Resolutions

Please find attached the provincial response to the 2014 resolution(s) put forward by your Board and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,



Councillor Sav Dhaliwal
 President

Enclosure

WHEREAS the Government of BC has discontinued the successful LiveSmart BC residential efficiency incentive program, shifting support to product based incentives offered through major utilities;

AND WHEREAS this program shift results in the loss of funding for comprehensive actions recommended through home energy assessments, and a reduced understanding of the overall energy performance of a home:

THEREFORE BE IT RESOLVED that UBCM request the Province ensure incentives remain available for comprehensive actions to address overall residential energy efficiency, including incentives for home energy assessments and post-retrofit evaluations.

CONVENTION DECISION: ENDORSED

PROVINCIAL RESPONSE

Ministry of Energy and Mines

The Home Energy Rebate Offer (HERO) was launched in 2014 by BC Hydro and FortisBC to help homeowners reduce their energy bills and improve the comfort of their homes through energy retrofits.

Under HERO, a pre and post retro fit EnerGuide home evaluation is required to access the \$750 Bonus Offer where participants can implement three or more eligible measures and receive \$750 in rebates and is also required to access the up to \$500 in rebates for draft proofing measures.

The Ministry is encouraging expanded use of energy evaluations and facilitating discussion with Natural Resources Canada on adoption of their new Home Energy Rating system utilizing the existing certified energy advisor network.

In the current fiscal plan, the Ministry does not have a budget allocation to re-enter the market with a government incentive program. The Ministry does, however, work closely with utilities on program design to optimize their incentive offerings.

WHEREAS the Provincial Wood Stove Exchange Program is a successful locally delivered program that improves air quality province-wide; supports local, renewable and affordable wood-fuel use; and stimulates small business activity in participating communities;

AND WHEREAS the ability of local governments to plan and deliver the Program efficiently and effectively to local residents and small businesses is negatively impacted by uncertainty in the availability and timing of funding:

THEREFORE BE IT RESOLVED that UBCM request the Province consider providing stable funding to support the Woodstove Exchange Program for a five year period beginning in 2014.

CONVENTION DECISION: **ENDORSED**

PROVINCIAL RESPONSE

Ministry of Environment

Since its inception in 2007, over two million dollars have been invested in the Woodstove Exchange Program, resulting in over 6000 wood stove change outs and numerous educational events and outreach products. Participation in the program benefits local communities through reduced pollution, improved air quality and greater community awareness of the importance of clean wood burning. Individuals who participate benefit by receiving an incentive towards the purchase of a cleaner, more efficient appliance to replace an older high polluting appliance.

Until recently, the Woodstove Exchange Program has been funded yearly. Unfortunately, due to fiscal restraints, funding for the Woodstove Exchange Program was not available in 2013; however, we are pleased that the program was funded with an additional \$200,000 in 2014. The call for proposals went out to communities in BC in September 2014. Information on the program is available at:

<http://www.bcairquality.ca/topics/wood-stove-exchange-program/>

Future funding for this program, which is a well-established initiative of the Ministry of Environment, will be assessed year by year.

From: Kelly Olson
Sent: Tuesday, May 26, 2015 11:29 AM
Subject: proposed cell tower at 1421 Sunrise Dr.

Members of the Board of the Regional District of Nanaimo:

I am writing this email to the members of the Board of the Regional District of Nanaimo. I apologize for the length of my email. To reduce the time required to read the email, I have tried to "bold" the points I would like to emphasize. I do appreciate your time and consideration.

On March 24, 2015, my daughter and I (Kelly Olson) were a delegation opposing the cell tower proposed by TELUS for 1421 Sunrise Dr. TELUS was also a delegation at that meeting.

The RDN Board resolution 15-239 that was moved/seconded/carried was, "...that staff be directed to advise Industry Canada and the proponent of the telecommunication tower proposed at 1421 sunrise Drive that:

- a) TELUS has satisfactorily completed its consultation with the Regional District of Nanaimo;
- b) The Regional District of Nanaimo is satisfied with TELUS' public consultation process; and
- c) The Regional District of Nanaimo will provide a letter of concurrence to TELUS."

I have followed-up on the public consultation process and it does not appear to have been properly conducted. There are many deficiencies in the approach used by the proponent during the public consultation process (as noted below) and it appears that the results of the flawed process may have impacted the planning committee's decision to recommend that the Board provide a letter of concurrence.

I request that the application process be referred back to staff to review the public consultation process issues identified and that pending the results of their review, the letter of concurrence be rescinded. The issues to be considered are as follows:

- At the request of the RDN, TELUS notified the Qualicum Beach, Eaglecrest and French Creek residents' associations. By doing this, the notifications were being directed to a select group of people; not to the population at large. **Only the members of those associations would be eligible to receive the information. This effectively restricted the distribution to a finite group of people. Additionally, two of the residents' associations were representing Qualicum Beach residents when the proposed cell tower site is in the Regional District Area G.**
- From this distribution, there were 145 respondents of which 140 were in favour. TELUS communicated these results to the RDN planning committee; pointing out that the respondents were 96.5% in favour of the proposed cell tower site at 1421 Sunrise Drive. **However, TELUS did not determine where those "in favour" were from or if they did, they did not communicate that information to the RDN planning committee.**

- To determine the location of the 145 respondents listed by TELUS, the telephone and Canada.411 directories were used and where available, their addresses were noted. From the addresses identified, only six were within 500 meters of the proposed cell tower site. The majority of the respondents were from Eaglecrest. **This means that residents of the Town of Qualicum Beach were able to indicate that they were in favour of a cell tower being built in RDN – Area G.**
- **The 96.5% “in favour” results of the responses, which was based on restricted selective distribution, was used by TELUS to show that the residents were in favour of the location of the proposed site. This is a distorted, non-statistical and therefore misleading result.**
- **The residents that live in the area of the proposed cell tower site were not notified.** Although, TELUS followed and even exceeded Industry Canada protocol by notifying 12 houses around the proposed site, **once the notification process was extended to include the three residents’ associations (of which the memberships are mainly outside of RDN area G)**, the residents in the vicinity of the proposed site should have had the right to be notified.
- **The lack of notification to the area residents resulted in minimal to no opposition. This lack of opposition and the 96.5% of respondents being “in favour” appears to have influenced the RDN planning committee into recommending the letter of concurrence for the proposed site.** (This assumption is supported by the Drew Rd, French Creek Landing and most recently (tonight’s agenda), 1957 Plecas Road, Nanaimo cell tower proposals that did not receive letters of concurrence after the residents of those areas expressed their opposition.)
- **The RDN did not require TELUS to notify the public via the media (newspaper) for the proposed cell tower at 1421 Sunrise Dr. However, the policy that is currently being drafted by the RDN staff includes a newspaper notification requirement. Accordingly, if newspaper notification is going to be part of the policy then the public consultation process for this application should have included the requirement to have a media release.**
- The public consultation process was conducted from November 14th to December 19th. This is a time of year when many people are away or busy with holiday plans.
- The list of respondents provided by TELUS to the RDN planning committee was not well-prepared. There was one respondent that was listed twice and a couple of situations where a respondent included two names and then later in the listing, one of those respondents was listed again. In one case, the last name of the respondent was not included. **Had TELUS been thorough with their process, they would have followed-up on any duplications and other anomalies and resolved them prior to publishing their report on the list of respondents.**
- **In Summary, the residents that live in the vicinity of the proposed cell tower site (other than the 12 houses that were required to be notified) were not aware of the proposed application by TELUS prior to the completion of the public consultation period and did not have the opportunity to have an opinion during the public consultation period while other residents, the majority of which do not live near the proposed site, were able to express their approval for the location. The process should not have been able to selectively allow some people to comment and not others and then use that as part of the reason to recommend concurrence.**

We have started the process of going door to door in the vicinity of the proposed cell tower to support our assumptions: that the majority of the residents that live in the vicinity (< 500 meters) were not aware of the proposed cell tower application (prior to the completion of the TELUS public consultation period) and that they do not want the cell tower to be located at 1421 Sunrise Dr. (a residential neighbourhood).

As the RDN staff are in the process of preparing a policy regarding the application process for telecommunications companies, why not hold all cell tower applications by telecommunication companies in abeyance, including the proposed cell tower at 1421 Sunrise Drive, until the policy has been completed and all considerations, including the proximity of cell towers to residential housing, have been addressed. I realize that none of the Board members are personally affected by the location of this proposed cell tower site. As elected officials, your mandate is to listen to your constituents and make decisions based on the recommendations of your staff; but this tower location does personally affect the residents that will live in the area. **The towers are forever and their placement within the communities should be planned to ensure adequate coverage with the least impact to the community and to the residents that live within the community.**

As further information, we were made aware of the **City of Parksville Zoning and Subdivision Bylaw 2000, Division 604 - Prohibited uses of land, Building and Structures which states the following:** "Without limiting the generality of any other provisions of this or any other Bylaw, **the following uses shall be prohibited:...(j)commercial communications antennas are prohibited within 50 meters of any property containing a residential use...**" (Zoning and Subdivision Amendment bylaw 2000.80). With the increasing need for cellular coverage, the RDN may want to consider including a similar restriction in the current policy being developed or amending RDN bylaw 500 to include a restriction on cellular tower placement by residential buildings. **The City of Parksville is a member municipality and therefore should be somewhat representative of neighbouring municipalities. Their bylaw amendment could provide precedence for the RDN and other municipalities in the RDN as each region moves forward to address the issues that are going to be present due the pressure to increase cellular coverage.**

Please note that we are not opposed to cell towers, only to the construction of cell towers in residential areas.

I have emailed Leifka Vissers, Altus Group (agent for TELUS) asking many questions regarding their site selection process and the potential for other sites in the area. Her response is still outstanding. (A copy of the email to Ms. Vissers with my questions is attached to this email)

I would appreciate some communication from the Board advising me of the follow-up that is taken as a result of this email.

Thank you for your time.

Kelly Olson

Last week, I sent an extensive (very long) email to Joe Stanhope regarding the cell tower application process for 1421 Sunrise Dr. Although I assume Director Stanhope has forwarded the email to the members of the Board, I have included the email to Director Stanhope below for your reference. I recognize that the email is very lengthy but again, I have tried to “bold” points I would like to emphasize and I would greatly appreciate the Board reviewing the email. Some of the issues discussed above are included in the email to Mr. Stanhope. However, I would particularly appreciate if the section titled “personal comments” could be read. **Director Stanhope has responded to my email indicating that my comments would be considered.**

Email sent to Joe Stanhope May 19, 2015:

From: golson1@shaw.ca

Sent: Tuesday, May 19, 2015 8:57 PM

To: jstanhope@shaw.ca

Cc: mayor@qualicumbeach.com ; mayor@parksville.ca ; Jeff.Stanhope@ic.gc.ca ;

leifka.vissers@altusgroup.com ; michelle.stillwell.mla@leg.bc.ca

Subject: proposed cell tower at 1421 Sunrise Dr.

Director Joe Stanhope,

I am writing regarding the proposed cell tower for 1421 Sunrise Dr in French Creek. My daughter (Genelle Conn) and I (Kelly Olson) were a delegation at the RDN meeting on March 24, 2015 in opposition to the location for the proposed tower. At the meeting the Board voted in favour of sending a letter of concurrence for the Sunrise site to Industry Canada.

I am directing this email to your attention as you represent Area G, the jurisdiction where TELUS has made application for the proposed cell tower at 1421 Sunrise.

Also, as the elected official for Area G, I would assume you also represent and would be the advocate for the residents in the vicinity of the proposed cell tower site.

(I have copied this email to Mayor Teunis Westbroek and Mayor Marc Lefebvre as they represent areas where the proposed cell tower will be providing cell coverage.)

I am not opposed to cell towers; public usage is escalating and therefore the need for cell towers to provide the coverage is needed. What I am opposed to is the location of the towers in residential areas.

I would like to request that a recommendation be made for the RDN to reverse their letter of concurrence until all of the commercial, industrial and greenspace areas have been pursued to determine that there is no other possible location or series of locations that will provide adequate coverage. Please ask the RDN planning department to work with the cell phone companies to determine sites that are not in residential areas. This will allow the RDN to be involved in finding the best locations for cellular coverage with minimal impact on the residents of the community. Why set the precedent of putting a cell tower in a residential neighbourhood?

As we were not aware of the proposed location and were caught by surprise to find out that there were 145 respondents to the consultation process for the proposed tower site on Sunrise Dr, I have been following up to determine how the proposed site was selected, how the 145 respondents were aware of the process (when we live in the vicinity and did not know) and whether the impact of the construction of a cell tower in the vicinity of a residential neighbourhood has been considered.

I would appreciate that you take the time to read my email and the attachments and following up by contacting me to discuss my options.

My email is structured as follows:

- What I proposed to be able to demonstrate;
- Who I have contacted;
- What I have determined from the various communications;
- Personal comments;
- What I plan to do going forward; and
- Summary
- Attachments to this email:
 - o Email to Leifka Vissers, Altus Group, agent for TELUS with questions regarding site selection process and potential emission (response outstanding)
 - o Notes for presentation as delegation at March 24, 2015 RDN regular Board meeting
 - o Listing of the 145 respondents to TELUS during the public consultation process
 - o Health Canada Safety Code 6 – April 1, 2014 proposed update
 - o TELUS notification package which makes reference to compliance with Health Canada safety code 6 **“as may be amended from time to time”**

What I propose to be able to demonstrate is:

- That although TELUS followed Industry Canada protocol the results of **the public consultation process were misleading and accordingly the public consultation process was flawed.**
- That of the 145 people that responded to the public consultation process, most were NOT from area where the cell site is located (they are more than 500 meters away)
- That the 140 respondents “in favour” of the site really just want improved cell coverage and don’t care where the tower is located. (There were only 3 questions asked in notification package – do you own a cell phone; do you feel this is an appropriate location for the site in this area; are you satisfied with the appearance....)
- That there was no (minimal) opposition during the public consultation process because other than the 12 houses that were required to be notified; the people that live within 500 meters of the cell tower did not know of the proposal

- That in each of the other cell tower proposals (Rogers – Drew Rd; TELUS – French Creek Landing), the residents in the vicinity found out about the proposal during the consultation process and were able to express their opposition. We were never given this opportunity.
- That the proposed site is not in the best interest of the residents of the area
- That the RDN does not have a protocol for the placement of cell towers and consequently is reactive to a telecommunications companies proposed sites
- That the results would not have been the same if the RDN policy related to cell tower site proposals had been in place prior to the TELUS application for the site on Sunrise Dr.
- That TELUS is not concerned about the impact on the residents in the vicinity only about optimization of the coverage for the area.
- That although the proposed cell tower is to be constructed within the limits established by Health Canada Safety code 6, the safety code 6 report does not give 100% assurance that there is no risk.

In addition to reading on the internet, I have also contacted the following:

RDN planning department
 Industry Canada – Jeff Stanhope
 French Creek Residents Association
 Altus Group – Agent for TELUS (Leifka Vissers)

What I have determined from the various communications is (these are in point form):

- The RDN does not have a protocol regarding cell tower placement.
- The RDN is in the process of preparing a policy. This policy will include a requirement to notify the public (via the media) for all proposed cell towers regardless of the height of the tower.
- **There was no public (media) notification of the proposed 1421 Sunrise Dr. site.**
- The RDN is not actively involved in the location of the towers.
- The RDN just addresses the application for proposed sites made by the telecommunications companies.
- When requested, the RDN was not able to provide information on the cell towers in other residential area within the District as the RDN does not have a listing of the cell towers within the Regional District.
- TELUS owns the land on Sunrise Dr where the cell tower is proposed to be located.
- TELUS indicated that the location is good partially because the site is a “high enough elevation to provide improved wireless services”; in fact the site is at the bottom of the hill in Sandpiper.
- There are articles related to cell towers which discuss the “mushroom effect”. With a 17.5 meter tower and the difference in land height between the proposed site and properties above, the “mushroom effect” will be directly in line with the houses at the crest of the hill.
- TELUS did follow the protocol established by Industry Canada –they notified owners within 3 tower lengths of the proposed site (12 houses).
- TELUS at the request of the RDN, also notified 3 residents associations: Qualicum Beach residents association; Eaglecrest Residents Association and the French Creek Residents association.
- **Whether all the associations distributed the information to their membership is not known.**
- There were 145 respondents during the consultation process: 5 opposed; 140 in favour
 - The RDN planning committee, during the review process, **requested the location of those in opposition**

- The RDN planning committee **did not request the location of the proponents**
 - The listing of the 145 respondents has been copied into an EXCEL spreadsheet which is attached to this email.
 - The addresses and phone numbers of the respondents, where available through the phonebook and Canada.411, have been added to the listing.
 - I have added some comments to the listing which point out the following: one person was listed twice; in a couple of situations there were multiple people listed in one response and then one of the parties was listed a second time; one respondent did not have a last name mentioned
 - **Of the addresses that could be identified there were only 6 proponents noted that live within 500 meters of the proposed site**
- The significant majority of proponents on the list (where addresses could be identified) were from Eaglecrest.
 - The Altus group representative, Leifka Vissers offered to respond to our questions and concerns but did not answer our email until the second follow up email included a copy to Industry Canada. A copy of the email sent is attached to this email for your reference. She indicates that she has forwarded my questions to the various departments and that she will get back to me.
 - This email asked many questions related to possible sites and why they were not considered or if considered, why the sites were not considered feasible.
 - A satellite view of the area shows a significant amount of uninhabited greenspace
 - Rogers proposed a site at the top of Drew Rd and indicated it was the best solution with the least impact on the community. **Why if Roger could provide adequate coverage with a single tower model, does TELUS need to have a 2 tower model both of which are located in residential areas? (this question has been asked of TELUS via the email to Leifka Vissers, Altus Group, agent for TELUS)**

Personal comments:

- **All websites, including Health Canada, that indicate that the safety limits they have established for the levels of radiation are acceptable, also include a comment that they will continue to monitor and adjust if new evidence determines that emission pose a health risk. Health Canada's safety code 6 says...**

"Health Canada reminds all Canadians that their health is protected from radiofrequency fields by the human exposure limits recommended in Safety Code 6. Health Canada has established and maintains a general public exposure limit that incorporates a wide safety margin and is therefore far below the threshold for potentially adverse health effects. The Department continues to monitor and analyze scientific research on this issue and should new scientific evidence arise demonstrating that exposure to radiofrequency fields poses a health risk to Canadians, Health Canada will take the appropriate action to safeguard the health of Canadians"

A Health Canada Safety proposed update (April 1, 2014) is attached to this email which says "it was suggested that the proposed reference levels in the update to Safety Code 6 be made slightly more restrictive in some frequency ranges to ensure larger safety margins for all Canadians, including newborn infants and children." This shows that they are not certain that they have it right...

Even the TELUS notification package states that the tower will be "operated on an ongoing basis so as to comply with Health Canada safety code 6 as may be amended from time to time".

- If we base our decision to live by a tower that is within the current safety code limits and they later find out that they were wrong, there is no opportunity to change the cumulative effect after the exposure
- At one time Health Canada considered asbestos, thalidomide and DDT to be safe.
- It wasn't until 1964 that the surgeon general stated that smoking was dangerous to your health (this is unrelated but identifies that something that we all know now to be dangerous was not that long ago considered safe)
- Both my daughter and I work in a building that is within 25 meters of the cell tower in downtown Parksville. I do not have the right to say that cell tower should be relocated but I should have the right to influence the location of a tower where I live.
- Sandpiper is a rural quiet neighbourhood. My husband and I have lived and raised our family in this neighbourhood for 28 years. Three years ago, my daughter and her husband found what they thought was their forever home in the same neighbourhood and are in the process of raising their family here. However, the decision has been made that if the cell tower is constructed on Sunrise, that they will need to relocate as they are not prepared to raise their family in close proximity to the tower. They do not want to find out in 10 years that Health Canada Safety Code 6 was not an adequate level of protection for the young. Somehow this seems very unfair....people get their cell coverage from the safety of their distantly located houses but my family is disrupted and has to make adjustments. They are a young couple just starting out; a move will represent a significant cost to them. **It is my understanding that the area wants to attract young families not make them leave.**
- If residents outside the vicinity of the proposed cell tower have the opportunity to respond to the public consultation then the residents of the neighbourhood in the vicinity of the proposed tower should also have had the right to be consulted prior to the RDN making the recommendation to provide the letter of concurrence for the Sunrise site.
- Cell tower site are often relocated to avoid being by schools. Kids are in school up to 7 hours a day; children are in their homes up to 17 hours a day. Therefore, while it is important not to place a tower by a school it is equally, if not more important that they not live in the proximity of a cell tower.....**DO NOT PUT CELL TOWERS IN RESIDENTIAL AREAS!!**
- Hammond Bay cell tower proposed site was turned down because of proximity to schools and residential neighbourhoods. **Mayor Ruttan stated "I can't help but feel there are locations that are not near built up areas, that are not near primary and daycare schools that will be desirable from a telecommunication's standpoints"** (Nanaimo News Bulletin – Mar 4, 2014). Nanaimo is more urban than French Creek, so there must be areas in French Creek that are not residential that would be acceptable for providing adequate service to the cellular users.
- French Creek is a rural community which is part of the attraction of living here. There is significant green space and for that reason, many **places that a cell tower could be placed that is not in a residential neighbourhood. Most notable is the property owned by the Regional**

District of Nanaimo which houses the sewage treatment facility. Other potential cell tower sites that may provide adequate coverage – the French Creek marina, the park by the French Creek bridge, Morningstar Golf Course, the far end of the Qualicum Beach airport, the park area on the corner of Yambury and the Island Highway, Wembley Mall, the private properties above the marina (lower density, high elevation and reasonable distance from the school), Eaglecrest golf course (this would address the needs of Eaglecrest residents – the main proponents in the recent Sunrise Dr consultation process) etc – have all of these areas been explored? Why put it in a residential area if there are other options? (I have asked about some of these locations in my email to TELUS but have not yet received a response)

What I plan to do going forward:

- Create a petition to request that the proposed cell tower for Sunrise Dr not be allowed to proceed (be relocated)
- Survey the residents within the 500 meter radius of the tower to support that they were not aware of the proposed tower; that they are concerned about the location of the tower; and that they want it to be relocated.
- If necessary, contact the respondents listed during the TELUS public consultation process that indicated they were in favour of the tower to determine if it was the site they were in favour of or the just getting improved cell service.
- Request that the RDN reverse their letter of concurrence until all of the commercial, industrial and greenspace areas have been pursued to determine that there is no other possible location or series of locations that will provide adequate coverage.
- Request that the RDN include in their proposed policy that they work with the telecommunication companies to plan for all cell tower locations (current and future applications). This would ensure that the RDN has the opportunity for community planning and input on sites that meet the increasing demand of cellular users with the least impact on the community.

In summary:

I'm concerned about this tower because of its general location, within a quiet residential family neighbourhood.

While I understand that companies want to provide good cell phone coverage, I believe it is possible to build infrastructure that provides a balance between the desired coverage and sensitivity to the impact on the community. This proposal is not balanced; it just addresses the application of the cell coverage of the area.

It was put into motion without gathering input from the residents that live directly by the proposed site (other than the required 12 properties). The cell phone tower company and its owners are not based in our community, so they will not be forced to live in close proximity to it. It doesn't affect them. It affects us. It affects our safety and the safety of our children. It affects our property values. The data are not conclusive, but it could potentially affect our health.

The public consultation process was misleading and therefore flawed by not identifying that the majority of the proponents were from the area outside of the vicinity (500 meters) of the proposed cell tower site and that the residents in the vicinity (other than the 12 property owners required to be notified), were unaware of the proposal. This allowed outside parties to have the opportunity to have an opinion and those directly affected were not provided with that same opportunity.

I would like to request that the RDN reverse their letter of concurrence and that all of the commercial, industrial and greenspace areas be pursued to determine other possible locations or series of locations that will provide adequate coverage.

Please contact me to discuss.

Thank you,

Kelly Olson
1302 Lawson Place

From: golson1@shaw.ca
Sent: Thursday, May 14, 2015 9:45 PM
To: [Leifka Vissers](#)
Subject: Re: Proposed cell tower in Sandpiper Subdivision

Hi Leifka,

Thank you for getting back to me. I appreciate that you have forwarded to the various departments. Do you have any idea how long it will take to get answers?

Also, there were a couple of additional questions that I had added to the last email that I sent. They were in blue. If you had already sent my questions to the various departments, you probably didn't see them so I have copied and pasted them to the bottom of this message.

These are additional questions/comments to the original email that I sent:

- The location of the cell tower is approximately 10 meters lower than my daughters house. I have heard that the emissions from a cell tower are in a "mushroom" shape. Would this mean that there would be higher emissions at the level of my daughter's house as they are higher but not that far away from the tower.
- Do you know what happened to the proposed Rogers tower at the top of Drew Rd?
- There are no other towers in district 69 that are directly in a residential area; other than the fact that TELUS owned this lot, why is the location the most appropriate...i.e. it is in a residential area and it is at the bottom of a hill.
- I have pulled up a satellite image of the area and there is so much green space....further to the specific sites I have asked about above, have all non residential locations been considered?
-
- Kelly

From: [Leifka Vissers](#)
Sent: Thursday, May 14, 2015 8:33 AM
To: golson1@shaw.ca
Subject: RE: Proposed cell tower in Sandpiper Subdivision

Hi Kelly,

I had forwarded your questions to our construction, engineering and planning teams, and am still waiting on a number of responses. If you'd like an update on the answers I have to-date, please feel free to call 778-331-8134.

Cheers,

Leifka

From: golson1@shaw.ca [mailto:golson1@shaw.ca]
Sent: Wednesday, May 13, 2015 10:44 PM
To: Leifka Vissers
Cc: Jeff.Stanhope@ic.gc.ca
Subject: Fw: Proposed cell tower in Sandpiper Subdivision
Importance: High

Leifka,

Below are 2 emails that I sent to the email address comments.agi@altusgroup.com. I also left a voicemail message for you. When I did not receive a response, I contacted Jeff Stanhope of Industry Canada. Jeff has provided me with your direct email address. He indicated that my questions should be sent to TELUS as they would be able to provide answers to my questions. If there is someone else that I should be sending this email to, I would appreciate if you could let me know so that I can redirect it.

I look forward to your responses.

Thanks Leifka,

Kelly

From: golson1@shaw.ca
Sent: Tuesday, April 21, 2015 6:43 AM
To: comments.agi@altusgroup.com
Subject: Fw: Proposed cell tower in Sandpiper Subdivision

I hope you don't mind me resending the below email. I just wanted to confirm that you had received it. I realize we asked a lot of questions and that it may take you a while to respond but I wasn't certain that I had the correct email address so would appreciate if you would let me know that you have received it.

Thank you again for allowing us the chance to ask questions.

Kelly

From: golson1@shaw.ca
Sent: Sunday, April 12, 2015 9:41 PM
To: comments.agi@altusgroup.com
Subject: Proposed cell tower in Sandpiper Subdivision

Leifka,

We met a couple of weeks ago (March 24th) at the Regional District of Nanaimo Board meeting in Nanaimo where you made a presentation on behalf of TELUS concerning the proposed cell tower in Sandpiper Subdivision. My daughter had a delegation at the Board meeting following your presentation.

First I must apologize for being so strong with my opinions when we met after the meeting. I understand that you were just doing your job. We had been caught by surprise and were doing our best to cope with

responding to the information. We were frustrated that something that could impact us so directly could occur without us being aware.

We have had a couple of weeks to think about what the construction of a cell tower in our subdivision may mean to us. You indicated that we may email you to ask questions related to the proposed tower. I appreciate that offer and hope that your answers can help us understand both how the site was selected and what the potential emissions from the tower will be so that we can educate ourselves.

Our questions related to site selection are as follows:

- At your presentation, you indicated that the 2 tower system was chosen for this area. Why is a 2 tower concept more desirable than a one tower concept?
- Was a one tower site considered?
- If so, what sites were considered? Why were they dismissed?
- Specifically, was the Regional District Sewage treatment facility site considered? If not, is it still a possibility? If it was, why was it not appropriate?
- Was the French Creek Marina site considered? If not, is it still a possibility? If it was, why was it not appropriate?
- Was the park land beside the French Creek bridge site considered? If not, is it still a possibility? If it was, why was it not appropriate?
- Was the area by the train trestle on Drew Road considered? If not, is it still a possibility? If it was, why was it not appropriate?
- Were any of the private properties above the marina at French Creek approached? (Good elevation and relatively rural – lower density)
- Rogers was considering a single tower at the top of Drew Rd. The news article said “they (Rogers) tested for both single tall towers and series of smaller towers.....and decided a single tower could provide the service with the least impact on the community”. If Rogers thought the single tower would have the least impact on the community and we know that TELUS is concerned about the public perception, why did TELUS not have the same outcome with their decision?
- Why do Rogers and TELUS not work together to put up towers? If Rogers has already done the legwork and had property that they were going to purchase, wouldn't TELUS work with Rogers on the proposed site?
-
- How were the two tower sites determined?
- It is our understanding that the location of the second tower has been contentious and that it is currently on-hold. What happens if the second tower site is not approved?
- Will the tower on Sunrise still go ahead?
- If yes, will the emissions be higher to compensate?
- Is it possible that a larger tower would be installed to compensate for the lack of a second tower? If so, would it have to go through another approval process?
- Does the cell tower have the ability to increase/decrease emissions – ie can it be “turned up or down”? or is it just one setting?

Our questions related to the tower and the emissions are as follows:

- what are the emissions for the proposed 17.5m tower currently planned for Sunrise?
- What is the difference in emissions between a large tower and the smaller 17.5M tower that is proposed. Are there lower emissions from a smaller tower?

- at what distance from the proposed 17.5m cell tower are the emissions no different than if you were not close to a cell tower?
- Further to the above question, can you be specific about the decreasing emissions related to distance ie what are the emissions at 100m, 150m, 200m, 300m, 500m. This is relevant to determining what the actual emissions would be at the location of my daughters home (170m)
- Do you have any evidence from testing performed at other 17.5m towers supporting the emissions at 100m 150m, 200m for a similar tower? (We are trying to gather all information we can to make an educated decision on whether we are prepared to raise a child beside a cell tower so please provide us with as many actual results and testing that you can. Referring to Health Canada Code 6 does not provide the information that we are looking for. We have looked at Health Canada Code 6 and would like to see some actual information from testing performed around TELUS Cell towers and the actual emissions encountered from these towers)
- There is a tower in Qualicum Beach by the water tower (at the top of Berwick Road). The tower is much larger than the currently proposed tower in Sandpiper. If this is a TELUS tower, what are the emissions from that tower and also what distance would you need to be from that tower such that the emissions are no different than if you were not close to a cell tower? Please provide the information related to the specific distances as well - 300m, 500m. (This question is for reference so that if it is determined that we are uncomfortable with the emissions from the Sandpiper tower and consider moving we will have information on the areas to consider in Qualicum Beach).
- has there been a survey done regarding the effect of a cell tower on housing prices?

These are additional questions/comments to the original email that I sent:

- The location of the cell tower is approximately 10 meters lower than my daughters house. I have heard that the emissions from a cell tower are in a “mushroom” shape. Would this mean that there would be higher emissions at the level of my daughter’s house as they are higher but not that far away from the tower.
- Do you know what happened to the proposed Rogers tower at the top of Drew Rd?
- There are no other towers in district 69 that are directly in a residential area; other than the fact that TELUS owned this lot, why is the location the most appropriate...i.e. it is in a residential area and it is at the bottom of a hill.
- I have pulled up a satellite image of the area and there is so much green space....further to the specific sites I have asked about above, have all non residential locations been considered?

Thank you again for being willing to address our concerns. I really appreciate you responding to our questions.

Kelly Olson and Genelle Conn
 250-927-1714 (Kelly)
 250-951-9465 (Genelle)



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About Health Canada

Health Canada Statement Regarding the Royal Society of Canada's Expert Panel Report on the Proposed Update to Safety Code 6

2014-035

April 1, 2014

OTTAWA - Health Canada has received the independent Expert Panel Report from the Royal Society of Canada (RSC) on the proposed update to its Safety Code 6, which recommends limits for safe human exposure to radiofrequency electromagnetic energy. We thank the Expert Panel members for their work. Health Canada is currently reviewing the RSC's report.

Health Canada is committed to the health and safety of all Canadians. Canadians should be confident that our human exposure limits are some of the strongest-science based standards in the world. We will take all necessary action to protect Canadians and their families.

The proposed update to Safety Code 6, which was reviewed by the RSC, includes radio-frequency (RF) exposure limits that are more restrictive than those in the current version of Safety Code 6 (2009). The RSC has agreed that there are no established adverse health effects at exposure levels below these proposed limits.

However, Health Canada reminds all Canadians that their health remains well protected from RF energy by the human exposure limits required by the current Safety Code 6. The current Safety Code establishes and maintains a human exposure limit that is far below the threshold for potential adverse health effects.

Canada's current exposure limits, even before the review, are consistent with science-based standards used in other parts of the world (e.g., the United States, the European Union, Japan, Australia and New Zealand) and Health Canada's proposed update to Safety Code 6 will make Canada's limits among the most conservative science-based limits in the world.

Among the recommendations made by the RSC, it was suggested that the proposed reference levels in the update to Safety Code 6 be made slightly more restrictive in some frequency ranges to ensure larger safety margins for all Canadians, including newborn infants and children. This recommendation takes into account recent dosimetry studies, one of which became available since Health Canada developed the proposed update to Safety Code 6. The Department is currently reviewing all of the RSC's recommendations and will revise the levels in the update to Safety Code 6 accordingly.

Health Canada has previously committed to doing a public consultation. Advice from the RSC's Expert Panel, as well as comments received during the upcoming public consultation, will be considered in the development of the final revised version of Safety Code 6.

Information about the upcoming public consultation on Safety Code 6 will be posted on the Health Canada website as it becomes available.

We remain committed to communicating with Canadians families on any changes to Safety Code 6.

For more information on Safety Code 6 please visit the [Health Canada website](#).

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Date Modified: 2014-04-01

Health Canada

Industry Canada requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

For more information on Safety Code 6, please refer to Health Canada's website:
<http://www.hc-sc.gc.ca/ahc-asc/media/ftr-ati/2014/2014-023fs-eng.php>

Community Consultation

While Industry Canada (IC) has exclusive jurisdiction over the placement of wireless telecommunications facilities, and it requires service providers to consult with the local land-use authority and the general public regarding new installations. The Regional District of Nanaimo is not the approval authority for wireless telecommunications facilities and does not have a telecommunications tower siting consultation policy, therefore TELUS is following IC's Default Public Consultation Process which includes contacting all properties that are located within three (3) times the pole height (in this instance approx. 53m). Accordingly, because your property falls within the required radius, TELUS is consulting with you on this proposed facility.

The municipal consultation process is intended to provide an opportunity to address land use concerns while respecting federal jurisdiction over the installation and operations of telecommunications systems.

Any inquiries that are received as a result of this notification will be logged and submitted to the Regional District of Nanaimo (RDN) and IC as part of TELUS's commitment to consult.

Environment

TELUS attests that this facility is excluded from environmental assessment under the *Canadian Environmental Assessment Act*.

Structural Considerations

TELUS attests that the proposed telecommunication structure described in this notification package will be constructed using good engineering practices to the standards of the National Building Code.

Industry Canada – General Information

General information regarding telecommunications systems is available on Industry Canada's website (http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01702.html).

including children, on a continuous (24 hours a day/seven days a week) basis. This means that if someone, including a child, were to be exposed to RF energy from multiple sources for 24 hours a day, 365 days a year, within the Safety Code 6 limits, that person would experience no adverse health effects.

The six minute time-averaging period specified in Safety Code 6 is used as a reference period against which to make a comparison between the measured RF energy levels and the limits in Safety Code 6.

This reference period is not a maximum exposure time. It means that the levels of RF energy from *all sources combined* shall not exceed the exposure limits in Safety Code 6 in *any* six-minute time period throughout the day.

Myth: The International Agency for Research on Cancer (IARC) classified radiofrequency energy as potentially carcinogenic. This means that I will get cancer due to my exposure to RF energy.

Fact: The IARC did not find a direct link between RF energy exposure and cancer.

In 2011, the International Agency for Research on Cancer (IARC), which is part of the World Health Organization, classified radiofrequency electromagnetic fields as possibly carcinogenic to humans (Group 2B), based on an increased risk for glioma, a malignant type of brain cancer, associated with wireless phone use. However, the vast majority of research to date does not support a link between RF energy exposure and cancers in humans.

Health Canada is in agreement with the World Health Organization that additional research in this area is warranted.

On October 4, 2011, Health Canada updated its advice to cell phone users on practical ways of reducing exposure to RF energy from these devices. This advice pertains only to cell phone use, and not to RF energy exposure from Wi-Fi devices, since the intensity and distribution of the RF energy absorbed within the body from these devices are very different.

Health Canada's advice to cell phone users.

Myth: Because Health Canada regularly reviews Safety Code 6, it must mean the current Code doesn't offer me enough protection.

Fact: The exposure limits recommended in Safety Code 6 protect the health of Canadians.

To ensure that it continues to provide protection against all known adverse human health effects of RF fields, Safety Code 6 is reviewed on a regular basis. (revised)

Health Canada reminds all Canadians that their health is protected from RF fields by the human exposure limits recommended in Safety Code 6. Health Canada has established and maintains a general public exposure limit that incorporates a wide safety margin and is therefore far below the threshold for potentially adverse health effects. The Department continues to monitor and analyze ongoing scientific research on this issue and should new scientific evidence arise demonstrating that exposure to RF fields poses a health risk to Canadians, Health Canada will take the appropriate action to safeguard the health of Canadians.

What if the new (future) scientific evidence demonstrates that the current safety limits are not appropriate to prevent health risks?

Health Canada is not conclusively saying they have it right; only that they will change the limits if they have it wrong...

Cell Tower respondents:

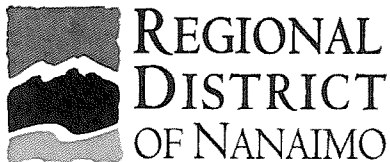
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RDN REPORT		###
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COW	✓	
MAY 28 2015		
RHD		
BOARD		

STAFF REPORT

TO: Randy Alexander
General Manager,
Regional & Community Utilities

DATE: May 27, 2015

MEETING: CoW, June 9, 2015

FROM: Sean De Pol
Manager, Wastewater Services

FILE: 5330-20-Bowser

SUBJECT: Engineering Services – Bowser Village Centre Wastewater Service: Collection, Treatment, and Disposal project

RECOMMENDATION

That the Board award the engineering for detailed design services for the Bowser Village Centre Wastewater Service: Collection, Treatment and Disposal Project to Stantec Consulting Ltd for \$299,561.

PURPOSE

To award the contract for Engineering Services to Stantec Consulting Ltd for the Bowser Village Centre Wastewater Service: Collection, Treatment and Disposal project.

BACKGROUND

Bowser Village Centre, in Electoral Area 'H', was identified as one of the Village Centres in the Regional District of Nanaimo (RDN) with the greatest potential to become a "complete compact community", which includes wastewater servicing. As such, the recently updated Official Community Plan and Liquid Waste Management Plan align with the goal of providing community wastewater services to the Bowser Village Centre.

In May 2013, the RDN Board endorsed the two "Rural Village Centre Sewer Servicing Projects" to receive Federal Gas Tax Funding. Successfully awarded, the Funds were allocated between the projects: the Duke Point/Cedar capacity and bylaw review project was allocated \$50,000, and the Bowser Village Centre wastewater service detailed design and cost estimate was allocated \$300,000 of the Funds.

A Request for Proposal (RFP) for the engineering consulting services was prepared and advertised in April 2015. Proposals were received from the following firms on May 19, 2015:

- AMEC
- Kerr Wood Leidal
- MSR
- McCue Engineering
- Omega Engineering
- Opus Dayton Knight
- Stantec

The RFP document specified the following scoring criteria and weighting, as follows:

- Technical Submission 70% of total score.
Including:
 - Project Team, Experience, and Corporate Commitment
 - Past Performance
 - Project Understanding
 - Work Plan
 - Project Delivery

- Financial Submission 30% of total score.

Prior to opening the Financial Submissions (separately enclosed), the evaluation committee systematically scored the Technical Submissions to assess the Proponent's demonstrated experience, past performance, project understanding, work plan and project delivery. Stantec Consulting Ltd's Technical Submission scored the highest.

Stantec demonstrated a strong understanding of the project. They identified well thought out solutions to key project issues including selection of the treatment technology, power supply requirements, environmental and archaeological assessments, disposal system considerations, collection considerations, and safety considerations.

Stantec's proposal included a complete and thorough design schedule demonstrating their approach and delivery to complete the work from preliminary design through to completion of detailed design. The work breakdown structure for the project was well organized and demonstrated a balanced level of effort for the various engineering disciplines for the collection, wastewater treatment, outfall and ground disposal specialists, civil, geotechnical, process, electrical, mechanical and cost estimating. Stantec provided a comprehensive list of deliverables for each phase of the project.

As specified in the RFP, the financial submissions of the consultants with the top three Technical submissions were then opened and integrated into the overall scoring. Stantec delivered the best proposal overall, and represents the best value for the RDN. Stantec's financial submission of \$299,561 is comparable to the other financial submissions. The Stantec team is based in Victoria, and has successfully completed many similar wastewater treatment projects in British Columbia.

ALTERNATIVES

1. Award the engineering services for the Bowser Village Centre Wastewater Service: Collection, Treatment and Disposal Project to Stantec Consulting Ltd.
2. Do not award the engineering services for the Bowser Village Centre Wastewater Service: Collection, Treatment and Disposal Project.

FINANCIAL IMPLICATIONS

Gas Tax Funding of \$300,000 has been allocated to the Bowser Village Centre wastewater service detailed design and cost estimate project which is adequate to cover Stantec Consulting Ltd's fee proposal.

Any additional expenses related to this project will need to be financed by other sources.

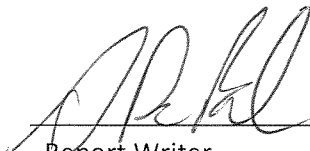
STRATEGIC PLAN IMPLICATIONS

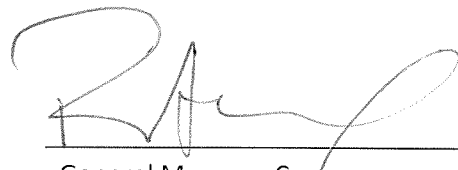
Bowser Village Centre, in Electoral Area 'H', was identified as one of the Village Centres in the RDN with the greatest potential to become a "complete compact community", which includes wastewater servicing. As such, the recently updated Official Community Plan and Liquid Waste Management Plan (LWMP) align with the goal of providing community wastewater services to the Bowser Village Centre.

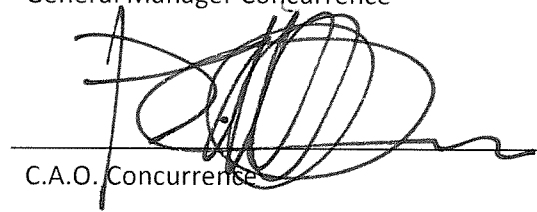
SUMMARY/CONCLUSIONS

Stantec provided the highest ranked proposal when considering the technical and financial submissions in accordance with the RFP evaluation process. Stantec provided the best proposal and offers the best value for the RDN. Stantec demonstrated excellent understanding of the project and this was reflected in their balanced work breakdown structure and overall proposal submission.

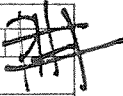
The total upset fee for this work falls within the Gas Tax Funding for the detailed design of the Bowser Village Centre Wastewater Service: Collection, Treatment and Disposal Project.


Report Writer


General Manager Concurrence


C.A.O. Concurrence



RDN REPORT	
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COW	✓
MAY 28 2015	
RHD	
BOARD	

STAFF REPORT

TO: Randy Alexander
General Manager, Regional & Community Services

DATE: May 26, 2015

FROM: Mike Donnelly
Manager, Water & Utility Services

MEETING: CoW, June 9, 2015

FILE:5500-22-NBP-01

SUBJECT: Water System Transfer Agreement Amendments – Maz-Can Investments Ltd.
Lot 3, District Lot 67, Nanoose District, Plan 29941

RECOMMENDATION

That the Board authorize amendments to the Water System Transfer Agreement with Maz-Can Investments Ltd. for Lot 3, District Lot 67, Nanoose District, Plan 29941.

PURPOSE

To bring forward proposed amendments to the Water System Transfer Agreement for the Board’s consideration and approval.

BACKGROUND

At the October 22, 2013 Board meeting the following motion was passed;

“That the Board authorize staff to enter into a “Water System Transfer Agreement” with Maz-Can Investments Ltd. for Lot 3, VIP 29941, 2729 Parker Road in Nanoose.”

Staff are recommending the following amendments to that draft agreement to provide added protection with respect to well rating and operation. These modifications include;

- **A mandatory pump test in the summer of 2015.**
 - This pump test, carried out to Provincial standards for wells within a fractured rock aquifer, will determine the new rated capacity of the well.
- **An interim 50% reduction in the rated capacity of the well.**
 - A reduction from 566.9 cubic metres per day to 283.5 cubic metres per day.
 - This measure will limit the number of water allocations Maz-Can will be permitted until the well has been re-rated.
- **A protocol established for ongoing well capacity tests.**
 - This provides an ongoing mechanism for assessing sustainable well capacity, consistent with Provincial guidelines.

These amendments will allow for a re-testing of the well capacity at a time of significant ground water demand. Fifteen surrounding properties currently being monitored by the Regional District of Nanaimo (RDN) will be observed during the pump test.

Section 8(c), identifying the property against which the Section 219 covenant will be registered has been revised.

All of the requirements found in the original draft agreement remain in place. These include;

1. Well head and associated property turned over to RDN ownership.
2. Statutory Right of Way for access in place.
3. All required works in place and approved.
4. All as-built drawings received and approved.
5. Completed water system transfer agreement in place.
6. Covenant providing a well head protection radius of 60 metres in place.

Agricultural Land Commission

As the subject property is within the Agricultural Land Reserve the approval of the Agricultural Land Commission (ALC) was required to subdivide the well property surrounding the well. That approval was granted subject to the following conditions;

1. The subdivision being in substantial compliance with the plan submitted with the Application;
2. The subdivision plan must be completed within three years from the date of release of the decision; and
3. The construction of a fence for the purpose of protecting trespass onto the remainder of the Property.
4. Although not a signatory to the covenant, please forward a copy of draft restrictive covenant that restricts activities within 60 metres of the well head for review and approval prior to the covenant being executed and registered on the Certificate(s) of Title.

ALTERNATIVES

1. Authorize the proposed amendments to the Water System Transfer Agreement with Maz-Can Investments Ltd.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Alternative 1 will result in costs associated with the planned pump test. Maz-Can has agreed to pay for 50% of the costs associated with the pump testing procedure. Total costs for the pump test are estimated to be \$16,000. Funding would be provided using Community Works Funds attributed to the on-going water monitoring program.

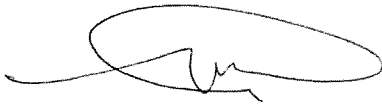
STRATEGIC PLAN IMPLICATIONS

The proposed amendments to the Water Service Transfer Agreement are being recommended to enhance overall water resource protection with a focus on the broader area when considering the use of this well. They reflect the need to improve our understanding of the water resource and to build in mechanisms to safeguard the resource.

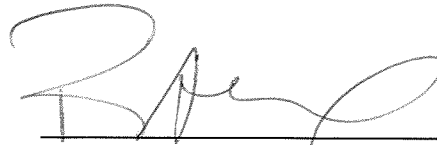
The proposed amendments align with our strategic goal of developing progressive and efficient water management systems, and recognize the need to sustainably manage our water resources.

SUMMARY/CONCLUSIONS

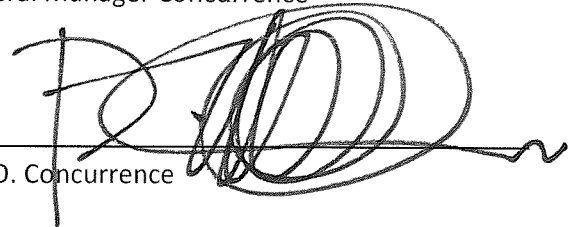
Recommended amendments to the draft Water System Transfer Agreement between Maz-Can Investments and the RDN will provide for re-rating the subject well under stressed conditions and will provide enhanced understanding of the impacts of the subject well on local private wells.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

**REGIONAL DISTRICT OF NANAIMO
WATER SYSTEM TRANSFER AGREEMENT**
(Maz-Can Investments Ltd. Subdivision)

THIS AGREEMENT dated for reference the ____ day of _____, 2015

BETWEEN:

MAZ-CAN INVESTMENTS LTD.

(# A0070861)

168 Oakside Circle, SW
Calgary, AB T2V 4H2

(the "Developer")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road
Nanaimo BC V9T 6N2

(the "RDN")

OF THE SECOND PART

WHEREAS:

- A. The Developer has constructed and owns a water system (the "**Water System**") located on land legally described as:

PID 001-305-263 Lot 3, District Lot 67, Nanoose District, Plan 29941

(the "**Water System Land**");

- B. The Developer is the registered owner of those lands legally described as:

PID 004-381-866 Lot 1, District Lot 78, Nanoose District, Plan 14212,
Except Those Parts in Plans 28203 and 29052 ("**Lot 1**"); and

PID 024-627-011 Lot 5, District Lot 131, Nanoose District, Plan VIP69734
("**Lot 5**");

(collectively, the "**Development Lands**");

- C. The Developer intends to subdivide and develop the Development Lands in accordance with the Proposed Development Plan attached to this Agreement as Schedule "B", and to provide water service to the Development Lands by transferring the Water System, along with a 0.47 hectare portion of the Water System Land shown as "Lot A" on the Proposed Subdivision Plan attached to this Agreement as Schedule "F", to the RDN, and to grant to the RDN a statutory right of way over the remainder of the Water System Land for access purposes, and a covenant under section 219 of the *Land Title Act* for well head protection purposes, both generally as shown on Schedule "F";
- D. The RDN has, in accordance with Nanoose Bay Peninsula Water Service Area Establishing Bylaw No. 1372, 2004, and pursuant to subsection 796(1) of the *Local Government Act*, established and operates a service for the supply, conveyance, storage and distribution of water (the "**Nanoose Bay Peninsula Water Service**");
- E. The RDN has the right, under subsection 176(1) of the *Local Government Act* to acquire real and personal property for the purposes of a service provided by the RDN;
- F. Upon transfer of the Water System under this Water System Transfer Agreement (the "**Agreement**") the Water System shall be vested in the RDN free of all claims and demands except for the allocation of water to the Development Lands and additional lands as specifically provided in this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the sum of **ONE DOLLAR (\$1.00)** now paid by the RDN to the Developer and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the RDN and the Developer covenant and agree as follows:

1. **INTERPRETATION**

In this Agreement:

"Adjusted Capacity" means the effective Capacity of the Water System for purposes of this Agreement, equal to the Rated Capacity minus fifteen percent (15%);

"Benefitting Lands" means any lands within the Nanoose Bay Peninsula Water Service Area to which the Developer may transfer Excess Capacity under this Agreement;

"Bylaw 500" means Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987, as amended from time to time, and any enactment that may replace it;

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“**Demand**” means the flow of water, expressed in cubic metres per day, required to supply a development, calculated in accordance with Schedule 4C of Bylaw 500;

“**Development Lands Demand**” means the flow of water required to supply the Development Lands, being 57.82 cubic metres per day;

“**Excess Capacity**” means the amount of Adjusted Capacity in excess of the Adjusted Capacity required to meet the Development Lands Demand;

“**Rated Capacity**” means the flow of water capable of being supplied by the Water System, being 283.5 cubic metres per day, subject to adjustment from time to time in accordance with sections 7.4 and 7.6;

“**Works**” means the Water System and all appurtenant wells, pipes, fittings, pumps, valves and meters installed and constructed by the Developer and employed by or in connection with the Water System, and more particularly described and shown in the drawings listed in Schedule "A" to this Agreement.

2. COMPLETION DATE

The Completion Date shall be the date of execution of this Agreement by the RDN.

3. TRANSFER OF INTEREST

As of the Completion Date, the Developer hereby sells, assigns and transfers to the RDN all of its rights, title and interest in the Works, including the Water System.

4. REPRESENTATIONS AND WARRANTIES

4.1 The Developer represents and warrants to the RDN as follows, with the intent that the RDN shall rely on the representations and warranties in entering into this Agreement and in concluding the purchase and sale contemplated by this Agreement:

- (a) the Developer warrants that it is a corporation duly incorporated, validly existing and in good standing under the laws of Alberta, that it has the power to carry on business, and that it has the power and capacity to own and dispose of the Works and to enter into this Agreement and carry out its terms to the full extent;
- (b) the execution and delivery of this Agreement and the completion of the transaction contemplated by this Agreement have been duly and validly

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authorized by all necessary corporate action on the part of the Developer, and this Agreement constitutes a legal, valid and binding obligation of the Developer enforceable against the Developer in accordance with its terms;

- (c) neither the execution and delivery of this Agreement, nor the completion of the purchase and sale contemplated by this Agreement will give any person the right to terminate, cancel or remove the Works, or any part thereof;
- (d) all governmental licenses, permits and certificates required for the construction of the Works have been obtained and are in good standing and the Developers are not in breach of any statute, bylaw, regulation, covenant, restriction, plan or permit;
- (e) the Developer owns and possesses and has a good marketable title to the Works free and clear of all mortgages, liens, charges, pledges, security interests, encumbrances or other claims and there are no such other interests, ownership or otherwise in the Works other than those of the Developer;
- (f) the Developer has no indebtedness to any person, firm or corporation which might by operation of law or otherwise now or hereafter constitute a lien, charge or encumbrance upon any of the Works and the Developer has provided proof to the RDN of payment of all outstanding fees, charges or accounts of consultants and contractors in respect of the Works;
- (g) there is no litigation or administrative or governmental proceeding or inquiry pending or to the knowledge of the Developers threatened against or relating to the Developer, or the Works or any part thereof, nor does the Developer know of or have reasonable grounds to believe that there is any basis for such action, proceeding or inquiry;
- (h) upon the Transfer of the Works, the Developer shall have no further claim, demand or interest in the Works or in any water produced or provided by the Works beyond the Excess Capacity and hereby waives any right it may have to claim latecomer fees under section 939 of the *Local Government Act* or any similar fees or charges;
- (i) the Works are in good working order and are fit for the purposes intended, in particular, for the operation of a water system by the RDN, and a copy of a Certification of Installed Works by the Engineer employed by the Developer is attached to this Agreement as Schedule "C".

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5. INDEMNITY

The Developer agrees to save harmless and indemnify the RDN and its elected and appointed officials, officers, employees and agents from and against any indebtedness or liability to any person, firm or corporation which might by operation of law or otherwise now or hereafter constitute a lien, charge, mortgage, security interest or encumbrance upon any of the Works, save and except any such indebtedness or liability created or caused by the negligence or breach of this Agreement by the RDN or its elected or appointed officials, officers, employees or agents.

6. SURVIVAL OF WARRANTIES

All representations, warranties, covenants and agreements made by the Developer in this Agreement or under this Agreement shall, unless otherwise expressly stated, survive and shall not merge in the transfer of the Water System under this Agreement and shall continue in full force and effect for the benefit of the RDN notwithstanding any investigation at any time made by or on behalf of the RDN.

7. DETERMINATION OF CAPACITY

- 7.1 It is expressly acknowledged and agreed by the Developer that the amount of Rated Capacity and Excess Capacity is subject to change in accordance with this Article 7.
- 7.2 The Developer must, at the Developer's expense, until such time as all Excess Capacity has been transferred in accordance with this Agreement, cause a professional hydrogeologist to monitor the performance of the Water System on an ongoing basis, in accordance with prudent standards of hydrogeological practice, and to provide to the RDN a report not less than once every three (3) months (the "**Quarterly Report**") concerning the performance and status of the Water System, including its Rated Capacity.
- 7.3 The Developer must complete a pump-test of the Water System in August or September of 2015, in accordance with the requirements set out in Schedule "E", and provide written confirmation of the results of the pump-test to the RDN. The cost of the pump-test required under this section shall be shared equally by the Developer and the RDN.
- 7.4 In the event that the pump-test required under section 7.3 determines that the capacity of the Water System is greater or less than 283.5 cubic metres per day, then the Rated Capacity shall be adjusted to the amount determined by the pump-test, provided that in no event shall the Rated Capacity for purposes of this Agreement exceed 566.9 cubic metres per day.

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- 7.5 Without limiting section 7.3, if, at any time prior to the transfer of all Excess Capacity in accordance with this Agreement, a Quarterly Report shows the well pumping water level as below 73.0 metres below ground level while the pumping rate is at or below the Rated Capacity, the RDN may require the Developer, at the Developer's expense, to complete a pump-test of the Water System in accordance with the requirements set out in Schedule "E: and provide written confirmation of the results of the pump-test to the RDN.
- 7.6 In the event that a pump-test required under section 7.5 determines that the capacity of the Water System is less than the Rated Capacity adjusted under section 7.4, or as previously adjusted under this section 7.6, then the Rated Capacity shall be adjusted to the amount determined by the pump-test.
- 7.7 In the event that the Rated Capacity is adjusted under section 7.4, the amount of Excess Capacity available for transfer shall be increased or reduced by an amount equal to the increase or reduction in the Adjusted Capacity of the Water System.
- 7.8 In the event that the Rated Capacity is adjusted down under section 7.6, the amount of Excess Capacity available for transfer shall be reduced by an amount equal to the reduction in the Adjusted Capacity of the Water System.
- 7.9 Except as provided in section 7.7, the amount of Excess Capacity shall not at any time increase, notwithstanding any increase in the Adjusted Capacity of the Water System.
- 7.10 The RDN agrees that it shall not, for so long as Excess Capacity remains to be transferred, operate the Water System at a pumping rate greater than the Rated Capacity, save and except during pump-tests.

8. ALLOCATION OF WATER TO SUPPLEMENTARY DEVELOPMENT UNITS

The Developer may transfer all or part of the Excess Capacity to Benefitting Lands, subject to Article 7, and subject to the following conditions:

- (a) each transfer of all or part of the Excess Capacity is final, with no subsequent transfer of Excess Capacity from Benefitting Lands to other lands being permitted, and the Developer shall take all steps necessary to inform the owners of Benefitting Lands of this condition;
- (b) the application of any land use bylaws affecting the development of the Benefitting Lands, it being agreed and understood by the Developer that the RDN bylaws affecting zoning and subdivision are subject to

amendment by the Board of the RDN and that the RDN does not warrant or represent the future development rights or opportunities in relation to the Benefitting Lands;

- (c) the Developer must, at its sole expense, prior to any transfer of Excess Capacity, register a covenant in favour of the RDN pursuant to section 219 of the *Land Title Act* (the “**Section 219 Covenant**”) against title to one of:
 - (i) that parcel of land comprising 3.44 hectares, more or less, shown as “Lot C” on the Proposed Development Plan attached to this Agreement as Schedule “B” (“**Lot C**”); or
 - (ii) Lot 8, District Lot 78, Nanoose District, Plan VIP68559 (“**Lot 8**”);

with priority over all charges of a financial nature, attaching this Agreement as a schedule to the Section 219 Covenant, providing that the said Lot C or Lot 8, as the case may be, shall not be subdivided except in accordance with the terms of this Agreement and the Section 219 Covenant;

- (d) the Developer must, at its sole expense, whenever Excess Capacity is transferred to Benefitting Lands, register a modification of the Section 219 Covenant, with priority over all charges of a financial nature, such modification to record the amount of Excess Capacity transferred, the amount of Excess Capacity remaining, and the legal description of the Benefitting Lands, it being hereby expressly acknowledged and agreed by the Developer that the RDN shall be under no obligation to recognize or give effect to any transfer of Excess Capacity to Benefitting Lands unless and until such modification is registered;
- (e) the registered owner of the Benefitting Lands must, at its sole expense, whenever Excess Capacity is transferred to Benefitting Lands, register a covenant in favour of the RDN pursuant to section 219 of the *Land Title Act* in the form attached to this Agreement as Schedule “D” against title to the Benefitting Lands (the “**Benefitting Lands Covenant**”), with priority over all charges of a financial nature, it being hereby expressly acknowledged and agreed by the Developer that the RDN shall be under no obligation to recognize or give effect to any transfer of Excess Capacity to Benefitting Lands unless and until the Benefitting Lands Covenant is registered.

9. CANCELLATION OF TRANSFER

The Developer may, on or before the date that is two years after the date of registration of the applicable Benefitting Lands Covenant, cancel a transfer of

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Excess Capacity in whole or in part, provided that the RDN shall be under no obligation to recognize or give effect to any such cancellation unless and until:

- (a) the Developer, at its sole expense, registers a modification of the Section 219 Covenant, with priority over all charges of a financial nature, such modification to record the reduction in the amount of Excess Capacity transferred, the amount of Excess Capacity remaining, and, if the cancellation is of the whole transfer of Excess Capacity, to remove the legal description of the Benefitting Lands; and
- (b) the registered owner of the Benefitting Lands, at its sole expense, registers a modification of the Benefitting Lands Covenant, with priority over all charges of a financial nature, such modification to record the reduction in the amount of Excess Capacity transferred, or, if the cancellation is of the whole transfer of Excess Capacity, the owner of the Benefitting Lands, at its sole expense, registers a discharge of the Benefitting Lands Covenant.

10. APPLICATION OF BYLAWS

Nothing in this Agreement relieves the Developer or the owners of any of the Benefitting Lands from the regulations of applicable bylaws including payment of all applicable development cost charges payable at the time of subdivision or development and connection fees applicable to the connection of any of the lands to the RDN's water system.

11. NO PREJUDICE TO STATUTORY POWERS

Nothing in this Agreement shall be interpreted as prejudicing or impairing the RDN in the exercise of any statutory legislative powers under the *Local Government Act*, the *Community Charter* or any other enactment all of which may be exercised as if this Agreement had not been executed. Without limiting the generality of the foregoing, the Developer expressly acknowledges and agrees that nothing in this Agreement shall limit the ability of the RDN to add additional water supply to the Nanoose Bay Peninsula Water Service at any time by any means and in any quantity. Any reduction in the value of the Excess Capacity and any damages, including economic loss, that the Developer may suffer or incur as a result, are entirely the responsibility of the Developer and the Developer hereby waives any claim against the RDN for such damages.

12. FURTHER ASSURANCES

The parties shall execute such further and other documents and do such further and other things as may be necessary to carry out and give effect to the intent of this Agreement.

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13. TERMINOLOGY

Wherever the singular or the masculine are used in this Agreement, they shall be construed as meaning the plural or the feminine or body corporate or politic where the context or the parties require. Where there is any discrepancy between quantities expressed in metric units and quantities expressed in imperial units, the quantities expressed in metric units shall prevail.

14. BINDING EFFECT

This Agreement shall enure to the benefit of and be binding on the parties hereto and their respective successors and permitted assigns.

15. SURVIVAL

Section 5 shall survive and shall not merge in the transfer of the Water System under this Agreement.

16. HEADINGS

The headings in this Agreement are inserted for convenience only and shall not be construed as part of this Agreement for the purpose of interpretation.

17. COUNTERPARTS

This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

IN WITNESS WHEREOF the parties have hereto affixed their hand and seals as of the day and year first above written.

REGIONAL DISTRICT OF NANAIMO by its)
authorized signatories:)

_____)
Name:)

_____)
Name:)

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MAZ-CAN INVESTMENTS LTD., by its)
authorized signatories:)

_____)
Name:)

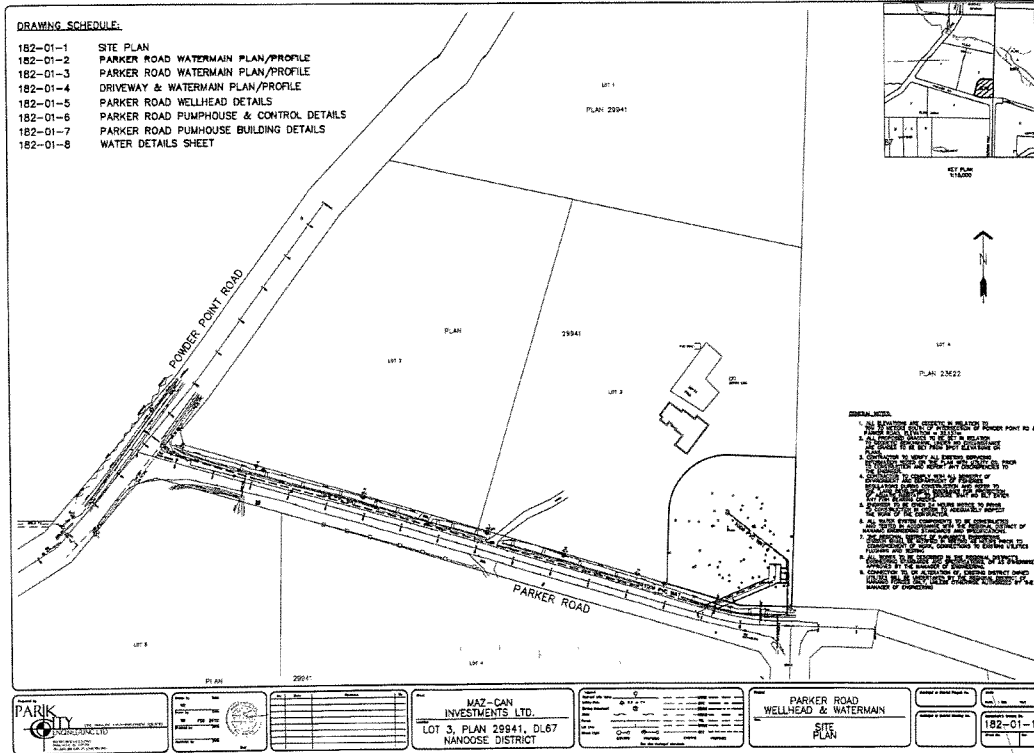
_____)
Name:)

DRAFT

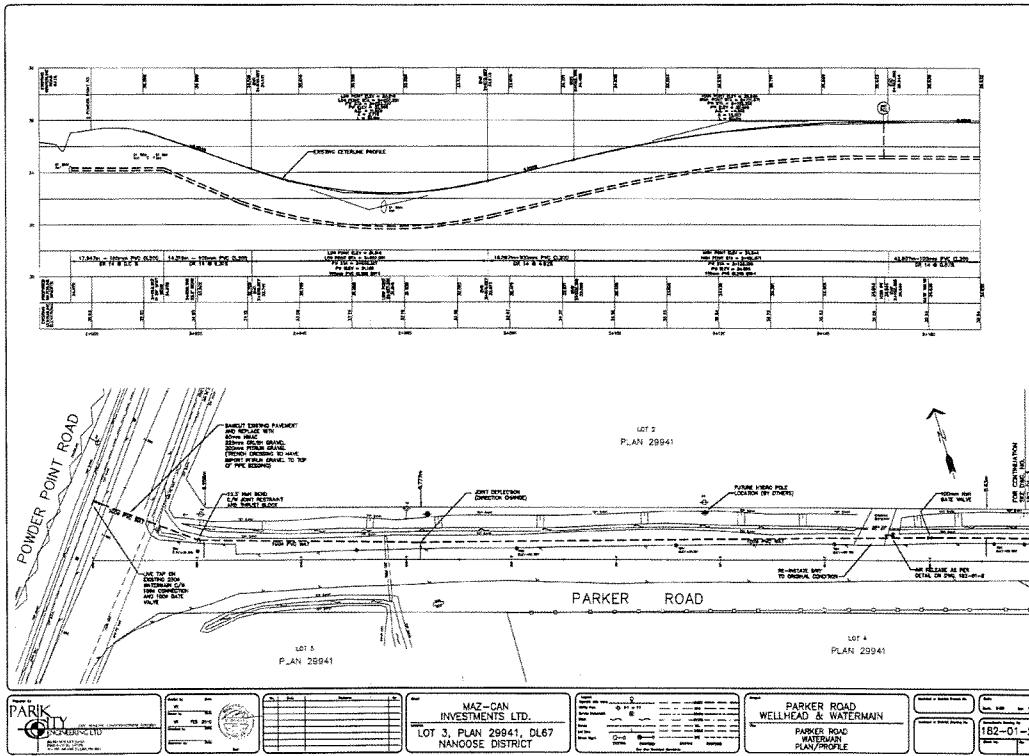
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Schedule "A"

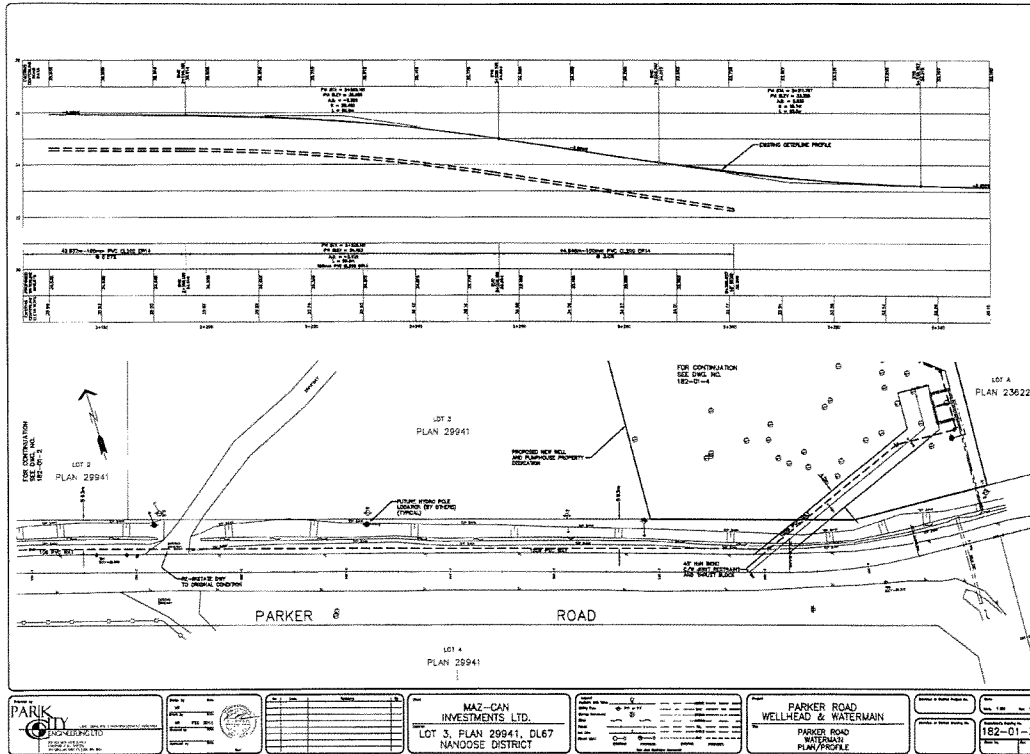
As Built Drawings



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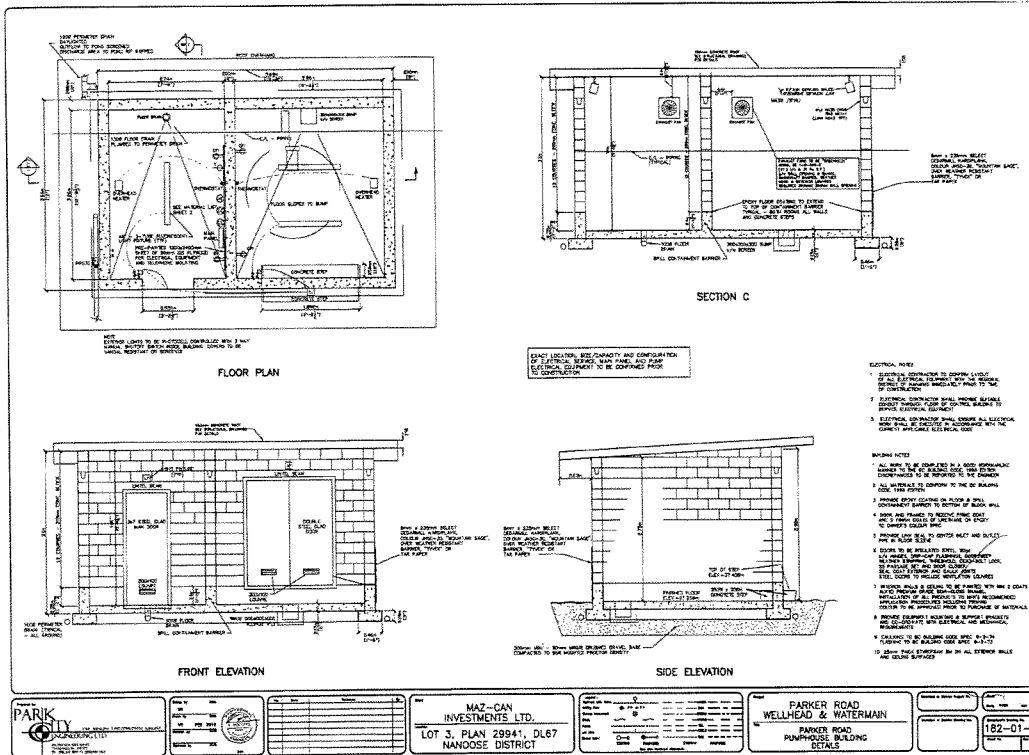


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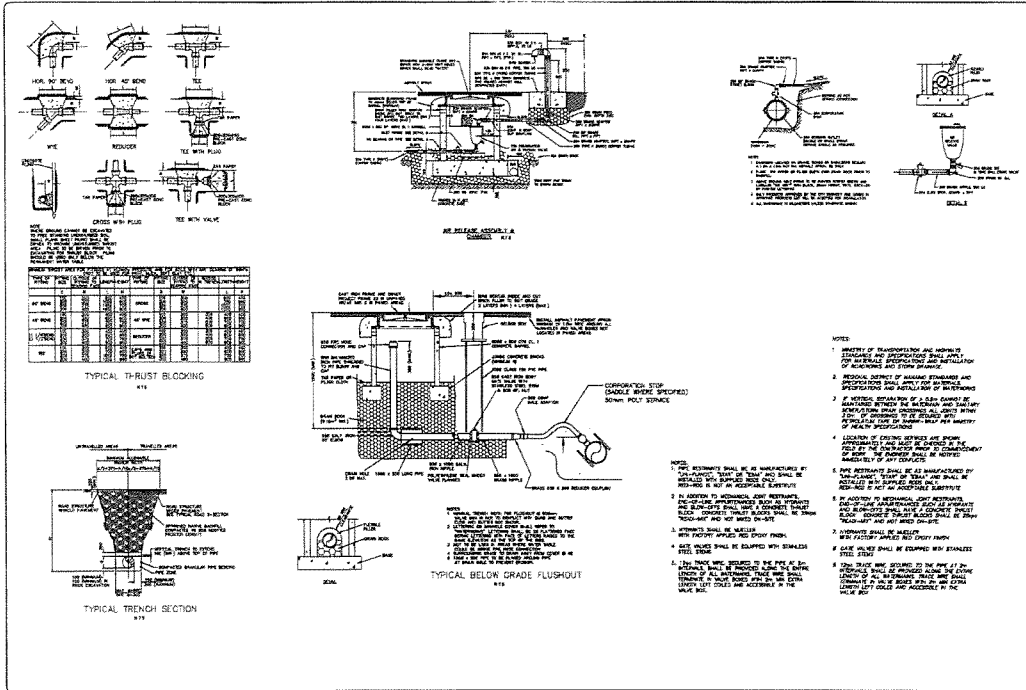


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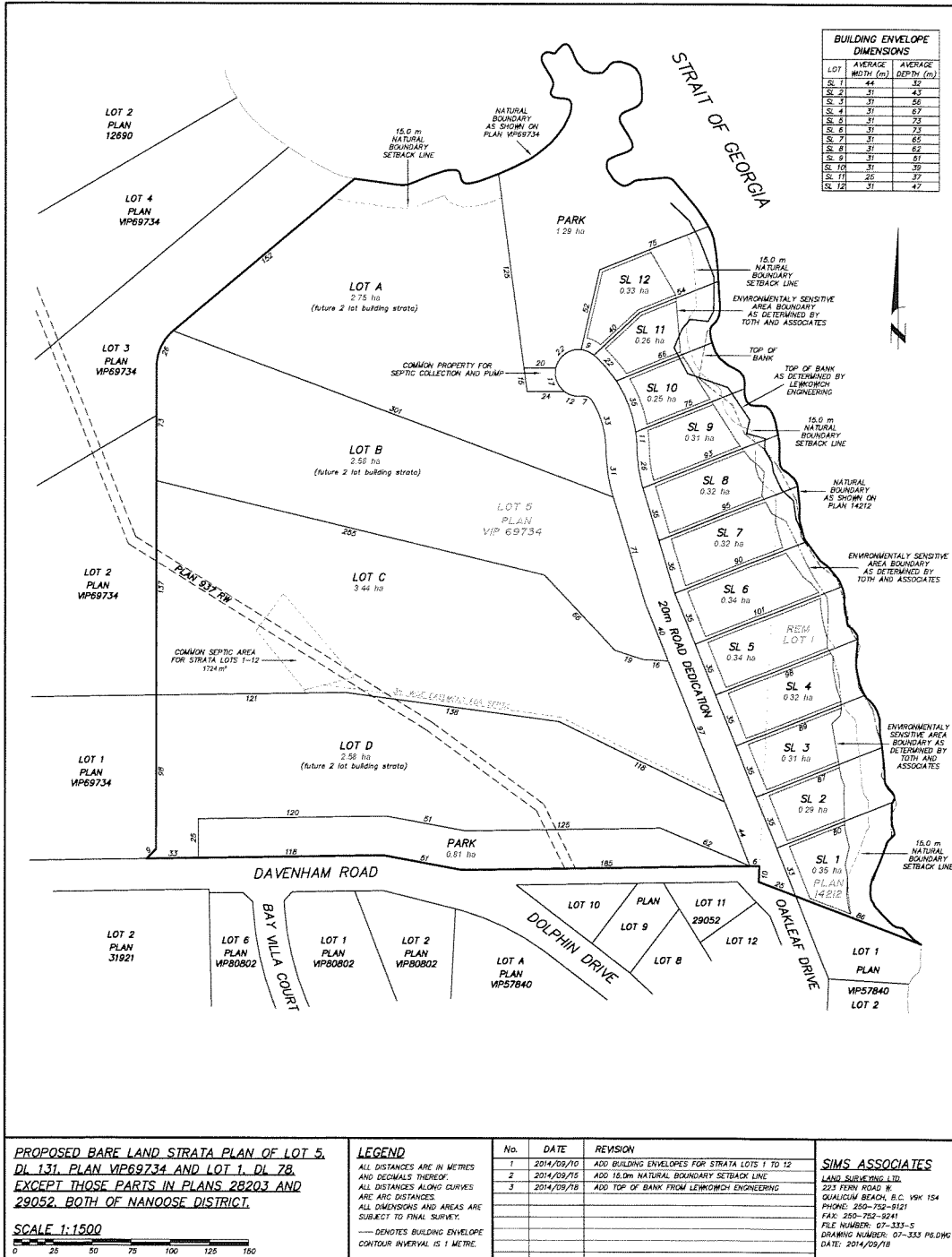


	PROJECT NO. 182-01-8 SHEET NO. 18	DATE: 10/15/15 DRAWN BY: [Name] CHECKED BY: [Name]	PROJECT: PARK ROAD WELLHEAD & WATERMAN SHEET: WATER DETAILS SHEET

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Schedule "B"

Proposed Subdivision of Development Lands



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Schedule "C"
Certification of Installed Works

DRAFT

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Schedule "D"
Benefitting Lands Covenant

TERMS OF INSTRUMENT - PART 2

WHEREAS:

- A. The Transferor is the registered owner in fee-simple of those lands and premises located within the Regional District of Nanaimo, in the Province of British Columbia, more particularly described as :

PID _____
Lot __, District Lot ____, Nanoose District, Plan _____
(the "Lands")

- B. The Transferee is the Regional District of Nanaimo;
- C. The Transferor acknowledges that it is in the public interest that the use of the Lands be limited and wishes to grant this covenant to the Transferee;
- D. Section 219 of the *Land Title Act* permits a covenant, whether of negative or positive nature, providing that land is not to be used except in accordance with the covenant may be granted in favour of the regional district and may be registered as a charge against the title to that land;
- E. The Transferor has received or will soon receive the benefit of certain water capacity in the amount of _____ cubic metres per day (the "Transferor's Acquired Water Capacity") being Excess Capacity under that certain Water Transfer Agreement dated for the reference the __ day of _____, 2013 between Maz-Can Investments Ltd. and the Transferee (the "Water System Transfer Agreement") a copy of which is attached hereto as Schedule "A" and is incorporated into this Agreement; and
- F. The Transferor and Transferee wish to enter into this Agreement in furtherance of the terms of the Water System Transfer Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that under Section 219 of the *Land Title Act*, and in consideration of the premises and the mutual covenants and agreements contained herein, and the sum of ONE (\$1.00) DOLLAR of lawful money of Canada now paid to the Transferor by the Transferee (the receipt and sufficiency of which is hereby acknowledged), and for other good and valuable consideration the parties covenant and agree each with the other as follows:

1. Words not otherwise defined in this Agreement shall have the meanings assigned to them in the Water System Transfer Agreement.

2. The Transferor covenants and agrees with the Transferee that it shall not use the Lands except in strict accordance with this Agreement.
3. The Transferor covenants and agrees that in return for gaining the benefit of the Transferor's Acquired Water Capacity and in acknowledgement that the Transferor's Acquired Water Capacity is only to be used and consumed at the Lands, the Transferor shall not:
 - (a) further subdivide the Lands whether under the Land Title Act (or successor legislation) or the Strata Property Act (or successor legislation) or otherwise;
 - (b) use the Lands for human habitation;
 - (c) erect, place or build on the Lands any structure, building or fence; or
 - (d) use the Lands for any business, enterprise, storage of goods or vehicles, office or manufacturing;

if, now or in future, the Transferor's Acquired Water Capacity is transferred to any lands other than the Lands or is transferred to any other person, corporation, partnership or other entity which is not an owner of the Lands.

4. At the Transferor's expense, the Transferor must do everything necessary to secure priority of registration and interest for this Agreement and the Section 219 Covenant it creates over all registered and pending charges and encumbrances of a financial nature against the Lands.
5. Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Transferee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Transferor.
6. The Transferor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions set out in this Agreement and they shall be binding upon the Transferor as personal covenants only during the period of its respective ownership of any interest in the Lands.
7. The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.
8. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
9. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
10. The enforcement of this Agreement shall be entirely within the discretion of the

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Transferee and the execution and registration of the Agreement against title to the Lands shall not be interpreted as creating any duty on the part of the Transferee to the Transferor or to any other person to enforce any provision of the breach of any provision of this Agreement.

11. The restrictions and covenants herein contained shall be covenants running with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the *Land Title Act* as covenants in favour of the Transferee as a first charge against the Lands.
12. The Transferor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
13. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
14. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
15. _____, the registered holder of a charge by way of Mortgage and Assignment of Rents against the Lands and registered under Nos. _____ and _____ respectively (collectively the "**Charge**") in the Land Title Office at Victoria, British Columbia, for and in consideration of the sum of One (\$1.00) Dollar paid by the Transferee to the said Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Transferee, its successors and assigns, that the within section 219 Covenant shall be an encumbrance upon the Lands in priority to the Charge in the same manner and to the same effect as if it had been dated and registered prior to the Charge.

The Transferor and Transferee acknowledge that this Agreement has been duly executed and delivered by the parties executing Forms C and D (pages 1 and 2) attached hereto.

H:\Files\Maz-Can (Parker Rd) 12889\Model form of Covenant.docx

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SCHEDULE "A"
WATER SYSTEM TRANSFER AGREEMENT

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Schedule "E"
Pump Test Methodology

The pump test described below will be performed in coordination with the local well monitoring program currently underway by the RDN. Timing and methodology of pump test activities will be coordinated with the RDN, who will communicate with local well owners who are part of the well monitoring program.

Pump tests will be carried out in conformance with appropriate the BC Ministry of Environment guidance document "Evaluating Long-term Well Capacity for a Certificate of Public Convenience and Necessity".

Step Test

The step test will involve pumping at 4 different rates (25, 50, 75, and 100 USgpm), for time steps of about sixty (60) minutes, for the purpose of selecting an appropriate flow rate for the 72 hour constant flow test.

72 hour Constant Rate Test

The well will be pumped at the selected rate for 72 hours, as recommended by the BC Ministry of Environment Guideline for rating of wells located in a bedrock aquifer. In particular, the following should be properly and adequately recorded:

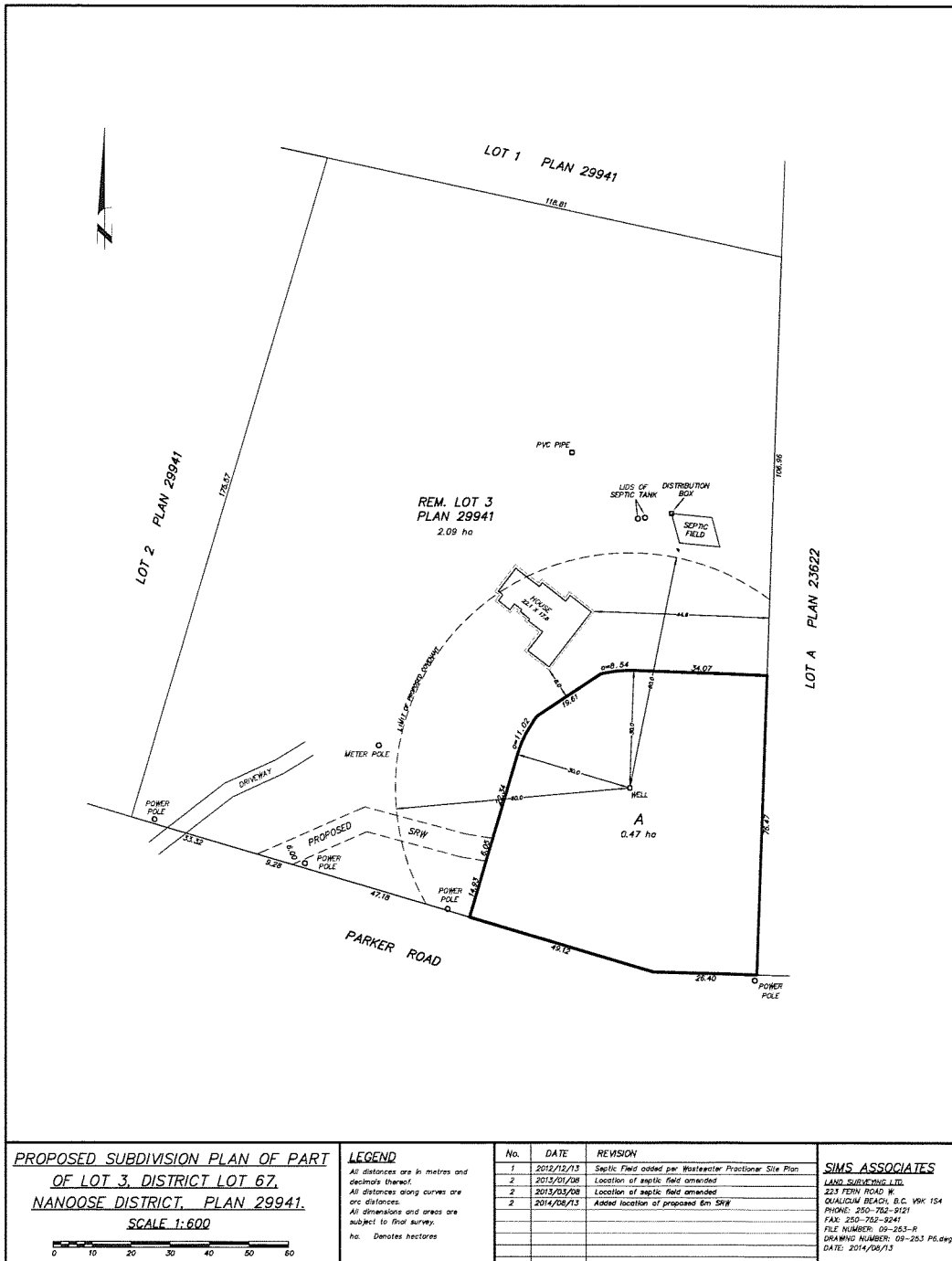
- Drawdown in the pumping well and in a selection of wells and monitoring wells – using data loggers and water level probe manual calibration;
- Collection of data in both the pumping and recovery phase;
- Measurement of the flow rate (both instantaneous and cumulative);

Flowmeter Test

Flowmeter measurements across the water bearing fractures will be recorded under steady state pumping conditions to assess the relative contribution of each permeable fracture to the total flow along the borehole. The flowmeter test will be performed at the end of the 72 hour test. The results of the flowmeter tests will provide information about the depth of the highest fracture that should be considered to estimate the length of the safe available water column and the resulting rated capacity.

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Schedule "F" Proposed Subdivision Plan



**PROPOSED SUBDIVISION PLAN OF PART
OF LOT 3, DISTRICT LOT 67,
NANOOSE DISTRICT, PLAN 29941.**
SCALE 1:600



LEGEND
All distances are in metres and
decimals thereof.
All distances along curves are
arc distances.
All dimensions and areas are
subject to final survey.
ha. Denotes hectares

No.	DATE	REVISION
1	2012/12/13	Septic Field added per Wastewater Fractional Site Plan
2	2013/01/08	Location of septic field amended
2	2013/05/08	Location of septic field amended
2	2014/06/13	Added location of proposed 6m SRW

SIMS ASSOCIATES
LAND SURVEYING LTD.
251 FEIN ROAD W
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-762-9121
FAX: 250-762-9241
FILE NUMBER: 09-253-R
DRAWING NUMBER: 09-253 P6.dwg
DATE: 2014/06/13

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RDN REPORT		11/11
CAO APPROVAL		
EAP		
COW	✓	
MAY 28 2015		
RHD		
BOARD		

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: May 21, 2015

FROM: Manvir Manhas
Senior Accountant

MEETING: COW June 9, 2015

FILE:

SUBJECT: Report on use of Development Cost Charges in 2014 and to authorize expenditure of Development Cost Charge Funds in 2015

RECOMMENDATIONS:

1. That the report on Development Cost Charges used in 2014 provided under Section 937.01 of the *Local Government Act* be received for information.
2. That "Nanose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1727, 2015" be introduced and read three times.
3. That "Nanose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1727, 2015" be adopted.
4. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1728, 2015" be introduced and read three times.
5. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1728, 2015" be adopted.

PURPOSE:

To report on Development Cost Charges pursuant to Section 937.01 of the *Local Government Act* and to recommend adoption of bylaws authorizing expenditures of Nanose Bay Bulk Water and Southern Community Sewer Service Area Development Cost Charge (DCC) funds.

BACKGROUND:

Effective January 1, 2009, Local Governments (in addition to providing similar details in the annual financial statement reports) must prepare and consider a separate report on Development Cost Charges (DCCs). The report must outline for each Development Cost Charge imposed by the Local Government, the amount collected in the year, expenditures and the balance in the DCC reserve funds at the start and at the end of the applicable year. A schedule containing the required information is attached to this report. This report also includes information on Development Cost Charge (DCCs) amounts expended in 2014 for various capital projects.

Section 935(5) of the *Local Government Act* requires that expenditures of Development Cost Charge funds be authorized by bylaw. Bylaws No.1727 and 1728 complete the statutory requirement to authorize the use of development cost charge funds for bulk water and southern community sewer infrastructure in 2015.

ALTERNATIVES:

1. Receive the report on Development Cost Charges provided under Section 937.01 for information and approve Bylaw No. 1727 and Bylaw No. 1728 for bulk water and Southern Community Sewer capital as presented.
2. Receive the report on Development Cost Charges provided under Section 937.01 for information, amend Bylaw No. 1727 and Bylaw No. 1728 and approve the bylaws as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

The following tables outline the use of DCCs for southern and northern community sewer service areas and bulk water capital in 2014, as well as the projected DCC spending for 2015.

Southern Community Sewer Service Area Development Cost Charge (DCC) funds:

	2014 DCC funded expense	2015/2016 budgeted DCC expense
Secondary Treatment Upgrade	\$29,956	\$2,339,558
Marine Outfall Land Section	\$175,289	\$25,000
Marine Outfall Marine Section	\$97,217	\$2,432,711
Third Digester	\$52,043	Complete
Sedimentation Tank #4	\$11,628	Complete
Total	\$366,133	\$4,979,269

Northern Community Sewer Service Area Development Cost Charge (DCC) funds:

	2014 DCC funded expense	2015 budgeted DCC expense
Centrifuge #2	\$35,813	Complete

Nanoose Bay Bulk Water Service Area Development Cost Charge (DCC) funds:

	2014 DCC funded expense	2015 budgeted DCC expense
Nanoose Bay	\$83,771	\$66,000

The Sedimentation Tank #4, the Third Digester and the Centrifuge #2 projects were completed in 2014. Bylaws are already in place for the Marine Outfall Land and Marine section but updated bylaws are needed for the Nanoose Bay Bulk Water and Secondary Treatment upgrade capital projects. The Board approved

the engineering services contract for the Secondary Treatment Project at the Greater Nanaimo Pollution Control Centre for \$4,679,115 (50% of the funding \$2,339,558 provided by DCCs) at the March Board meeting, and the attached bylaw will complete the statutory approval process. With respect to the Nanoose Bay Bulk Water service, an amount of \$66,000 is expected to be spent from the DCCs for the Englishman River Joint Venture capital project. The 2015/2016 use of funds shown in the table is in accordance with the 2015 budget and staff recommend approving the bylaws as presented.

SUMMARY/CONCLUSIONS:

The attached schedule to this report contains information with respect to Regional District of Nanaimo's Development Cost Charges reserve fund spending during 2014. This report meets the requirements of Section 937.01 of the *Local Government Act* and is provided for information.

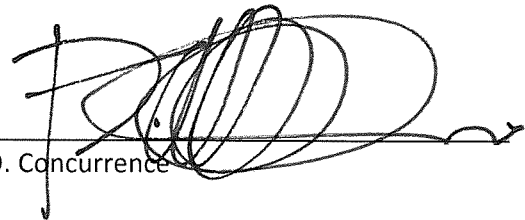
Section 935(5) of the *Local Government Act* requires that expenditures of development cost charge funds be authorized by bylaw. The Board has already approved \$4,679,115 for engineering services for the Secondary Treatment Upgrade Project at the Greater Nanaimo Pollution Control Centre of which 50% (\$2,339,558) is to be funded from the use of DCCs. \$66,000 is expected to be spent from the DCCs on Nanoose Bay Bulk water infrastructure in 2015. Bylaw No. 1727 and Bylaw No. 1728 complete the statutory requirements for using DCCs.



Report Writer



Director of Finance Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1727

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE
NANOOSE BAY BULK WATER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1088, 1998;

AND WHEREAS in accordance with Section 935(5) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purchase of the bulk water infrastructure, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$66,000;

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

1. The sum of Sixty Six Thousand Dollars (\$66,000) is hereby appropriated for the purchase of bulk water infrastructure .
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1727, 2015".

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

Adopted this _____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1728

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE
SOUTHERN COMMUNITY SEWER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Southern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1547, 2009;

AND WHEREAS in accordance with Section 935(5) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of engineering services for the secondary treatment project at the Greater Nanaimo Pollution Control Centre, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$2,340,000;

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

1. The sum of Two Million Three Hundred Forty Thousand Dollars (\$2,340,000) is hereby appropriated for the purpose of engineering services for the secondary treatment project at the Greater Nanaimo Pollution Control Centre.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1728, 2015".

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

Adopted this _____ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO
 SCHEDULE OF DEVELOPMENT COST CHARGES AND PARKLAND ACQUISITION FUNDS
 RESERVE ACCOUNT BALANCES-DEC 31, 2014

ACTIVITY	Northern	Southern	Bulk	Duke Point	Parkland	Total
	Wastewater DCCs	Wastewater DCCs	Water DCCs	Sewer DCCs	Acquisition FUNDS	
	(1)	(2)	(3)	(4)	(5)	2013
ASSETS:						
Due from Revenue Fund	\$ 5,792,645	\$ 3,992,278	\$ 807,735	\$ 313,397	\$ 1,662,844	\$ 12,568,899
Developer Installments Receivable	262,570	81,855	-	-	-	344,425
DEFERRED REVENUE BALANCE (Note 10)	6,055,215	4,074,133	807,735	313,397	1,662,844	12,913,324
ACTIVITY:						
Balance, Beginning of the year	4,472,995	3,388,844	873,946	304,963	1,604,970	13,530,192
Add:						
Contribution by developers & others	1,519,181	979,843	0	2,246	25,300	2,526,570
Interest earned	98,852	71,579	17,560	6,188	32,574	204,012
Less:						
Transfer DCCs to Revenue Fund	(35,813)	(366,133)	(83,771)	-	-	(485,717)
BALANCE, End of the year	\$ 6,055,215	\$ 4,074,133	\$ 807,735	\$ 313,397	\$ 1,662,844	\$ 12,913,324

(1) Northern Wastewater DCC collection areas include the City of Parksville, Town of Qualicum Beach, portions of Electoral Area G and portions of Electoral Area E.

(2) Southern Wastewater DCC collection areas include the City of Nanaimo and the District of Lantzville.

(3) Bulk Water service areas have been established in the French Creek area of Electoral Area G and the Nanoose Bay Peninsula in Electoral Area E.

(4) Duke Point Sewer DCC collection area includes properties in Electoral A (Cedar).

(5) Parkland acquisition funds consist of payments received from developers in lieu of parkland for each electoral area in the Regional District plus interest earned on these funds. The funds are reserved for future community parkland purchases.

See notes to consolidated financial statements



RDN REPORT		#
CAO APPROVAL		
EAP		
GOW	✓	
MAY 25 2015		
RHD		
BOARD		
		DATE: May 21, 2015

MEMORANDUM

TO: Wendy Idema
Director of Finance

MEETING: COW June 9, 2015

FROM: Manvir Manhas
Senior Accountant

FILE:

SUBJECT: Operating Results for the Period ending March 31, 2015

RECOMMENDATION:

That the summary report of financial results from operations to March 31, 2015 be received for information.

PURPOSE:

To present a summary of the operating results for the period ending March 31, 2015.

BACKGROUND:

The Regional Board reviews quarterly financial progress statements in order to identify both positive and negative budget trends as they occur. This report provides information on the operating results for the period January 1st to March 31st, 2015.

The year-to-date statements are prepared primarily on a cash paid/received or invoiced basis. Exceptions are property taxes and debt payments, which are recorded or accrued at 1/12 of the annual amount each month and the prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 25% versus budget. Where significant variances have been observed staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department

Overall Summary by Division (Appendix 1)

This appendix provides an overview of the year to date results at an organizational level.

Revenues

Total Revenues are at 24% of budget with property tax revenues at the expected 25%. Grant Revenues are at 14% and Other Revenues are at 8% (includes transfers from reserves for capital projects) mainly due to timing of large projects which don't begin until budgets are finalized in March. Capital projects use a drawdown accounting approach where revenues are recorded as project expenses are incurred.

Operating revenues are at 21% of the budget as they do not yet reflect the first utility services billings which occur at the end of May.

Expenditures

Overall expenditures are at 15% of budget. Expenditure items noticeably under budget include Community Grants (0%), Professional Fees (7%), Program Costs (10%) and Capital Expenditures (1%). Professional fees and capital expenditures are directly related to the timing of payments for projects and the bulk of community grant funds will be allocated during the summer and fall. Program costs are incurred predominantly in the spring and summer in the Recreation and Parks area (14%) and reflect the Drinking Water/Watershed Protection rebate programs in the Regional & Community Utilities area (5%) which don't proceed until budget approval. Wages & Benefits are at 26%, which is to be expected as 7 of 26 pay periods had been processed at March 31. Further details are provided under results by department below.

Expenditures for Debt Interest (17%) and Debt Principal (22%) are lower than budget at this time because of the timing of debt payments made on behalf of municipalities. Transfers to Reserve (9%) are completed and recorded in August every year.

Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the overall status of an individual service as at March 31 compared to the overall budget for that service.

Corporate Services

The Corporate Services division of Appendix 2 shows year to date total revenues at 25% of budget and expenditures at 17% which is largely related to the Fire Protection and Municipal Debt Transfers service areas.

The timing of transfers to other governments/service providers impact the Public Safety area for D69 E911 (0% expenditures) and Community Justice (0% expenditures). This also impacts Fire Services for French Creek (35% revenue/0% expenditures), Parksville Local (59% revenue/ 0% expenditures), and Wellington (33% revenue/1% expenditures) fire service areas which have service contracts with Parksville, Qualicum and Nanaimo where the contract payments will be transferred to their Fire Departments in August after the tax revenues are received from the province.

As noted above, Municipal Debt Transfers will catch up to the budget during the year as payments made to MFA flow through the RDN.

Strategic & Community Development

The Strategic & Community Development division of Appendix 2 shows year-to-date total revenues at 41% and expenditures at 21%. The service areas showing variances in revenue and expenditures are as follows:

- Economic Development South (25% revenue/0% expenditures) and North (48% revenue/0% expenditures) reflect that the transfer of the funds to the Nanaimo Economic Development Corporation will occur in August and the payment of grants for the Northern service began in April.
- Emergency Planning (14% revenue/15% expenditures) reflects outstanding grant revenues that have been claimed but not received. For expenditures, it reflects the timing of the transfer to reserve which will occur in August.
- D68 Search & Rescue (30% revenue/19% expenditures) reflects the timing of the transfer to the Nanaimo Search & Rescue and Nanaimo Marine Search and Rescue groups which occurs in August. D69 Search & Rescue (25% revenue/0% expenditures) reflect the transfer to the Lighthouse Country Marine Rescue Society which will be completed later in the year.
- EA Community Planning (42% revenue/22% expenditures), Regional Growth Strategy (48% revenue/18% expenditures and Animal Control EA F (58% revenue/17% expenditures) reflect the fact that prior year carry forward revenues have been recorded in full at the beginning of the year for which expenses will be incurred later in the year.

Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2 shows year to date total revenues at 19% and expenditures at 9%. The service areas with variances at March 31 are as follows:

- Liquid Waste Management Planning (34% revenues/8% expenditures) reflects Gas Tax Grant funds not yet received for the Rural Village Sewer Servicing project (\$350,000) as well as unspent program costs associated with this project.
- Southern Community Wastewater (11% revenue/7% expenditures) and Northern Community Wastewater (31% revenue/8% expenditures) are both a result of the timing of capital projects where grant and DCC/Reserve revenues are being accrued as the expenses are incurred. In the South, the outfall replacement project and design for the secondary treatment expansion are currently underway. The actual timing for the outfall construction will be dependent on several factors and may be delayed to 2016. The Northern service includes trickling filter roof replacement project and a number of smaller capital projects totaling \$1.8 million in budgeted capital expenditure for 2015.
- Under the Water Supply service areas, variances are shown in Surfside (51% revenue/10% expenditures), French Creek (27% revenue/14% expenditures), Whiskey Creek (7% revenue/5% expenditures) Decourcey (56% revenue/7% expenditures), Englishman River (42% revenue/15% expenditures), and Nanoose Peninsula (33% revenue/13% expenditures). These reflect the impact of carry forward surpluses for those with higher than expected revenue, and those with lower revenues will catch up when the water billings are completed in May and September. Lower than anticipated expenses again relate to the timing of capital projects and transfers to reserves which occur in summer .
- The French Creek Bulk Water (19% revenue/12% expenditures) budget includes transfers to the Arrowsmith Water Joint Venture which have not been completed.

- The Nanoose Bay Bulk Water (18% revenue/8% expenditures) budget includes transfers to the Englishman River Joint Venture capital work funded by DCC's and reserves, which have not been completed.
- Predominant differences in the sewer area arise from Hawthorne Rise Debt (70% revenue/10% expenditures), Englishman River Stormwater (71% revenue/5% expenditures) and Cedar Estates Stormwater (66% revenue/6% expenditures) Surfside (18% revenue/16% expenditures), Fairwinds Sewer/Nanoose wastewater(45% revenue/12% expenditures). These are due mainly to timing differences in recording these revenues and expenses.

Recreation and Parks Services

The Recreation and Parks division of Appendix 2 shows year-to-date total revenues at 24% and expenditures at 15%. The service areas with larger variances at March 31 are as follows:

- Regional Parks (13% revenue/4% expenditures) and most of the Community Parks Service areas have capital work where the timing is impacting revenues and expenditures as well. Area E (27% revenue/14% expenditures) and Area B (36% revenue/14% expenditures) have capital projects underway such as Blueback Park and Huxley Park development funded by both grants and reserve transfers. Other variances in this division are due mainly to timing differences in recording these revenues and expenses.
- Area A Recreation & Culture (51% revenue/5% expenditures) higher revenues reflect the impact of carry forward surplus and lower than anticipated expenses again relate to the timing of capital projects and transfers to reserves which occur in summer.
- Gabriola Island Recreation is at 39% for expenditures because of the timing impact on expenditures where the transfer of funds to the Gabriola Recreation Society is done in two installments (January 1st & June 1st) during the year.
- Southern Community Recreation is at 1% for expenditures because the transfers of funds to the City of Nanaimo for these services will be completed in August.
- Community Works Fund Projects (10% revenue/10% expenditures) reflects the drawdown approach to these grants where revenues are brought in as expenses are incurred. Projects in this category include Extension Miners Bridge, Gabriola Village Trail, Morden Colliery Bridge Crossing, French Creek Community Trail and Meadowood Community Recreation Centre.

Transportation and Solid Waste Services


The Transportation and Solid Waste division of Appendix 2 shows year-to-date total revenues at 28% and expenditures at 19%. The service areas with variances at March 31 are as follows:

- Gabriola Island Emergency Wharf (4% revenue/0% expenditures) is due to the timing differences in recording these revenues and expenses such as the transfer to reserve expense which will occur in August.
- Solid Waste Management (28% revenue/15% expenditures) reflects lower than anticipated expenditures primarily due to timing of the North Berm Development Project. Operating revenue is at 23% which is consistent with prior years (2014 = 21%, 2013 = 22%) for this period.
- Solid Waste Collection and Recycling is at 17% of its revenue budget vs. 17% of expenses because the annual utility billing is primarily completed in May each year.


SUMMARY:

The attached appendices reflect the operating activities of the Regional District recorded up to March 31, 2015. Appendix 1 summarizes the overall results across the organization. To date 24% of budgeted revenues and 15% of budgeted expenditures have been recorded. Grants (14%) and other revenues (8%) are below the benchmark for seasonal and other timing reasons noted above.

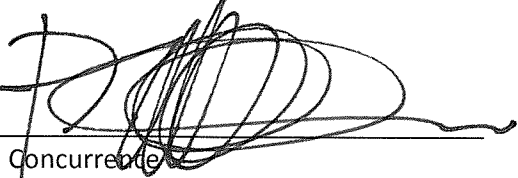
Expenditures across all services are lower overall (15%) due to the summer time commencement for many capital projects (1%) which also impacts professional fees (7%). Across all services, wages and benefits are in line with expectations at 26% of the budget.



Report Writer



Director of Finance Concurrence



C.A.O. Concurrence



GENERAL REVENUE FUND
As of March 31, 2015

	CORPORATE			SERVICES			DEVELOPMENT			SERVICES			REGIONAL & COMM UTILITIES		
	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var	Actual 2015	Budget 2015	% Var
REVENUES															
TAX REQUISITION	1,985,067	7,940,266	25%				657,145	2,628,583	25%				3,661,033	14,644,132	25%
GRANTS	132,289	154,090	86%			(23,961)		10,585	(226%)				55,962	693,327	8%
OPERATING REVENUE	4,840	18,048	27%				309,639	1,139,830	27%				378,807	1,837,967	21%
OTHER REVENUE	1,644,262	11,928,315	14%				70,750	430,591	16%				1,055,920	24,363,326	4%
PRIOR YEARS SURPLUS (DEFICIT)	1,531,165	1,531,165	100%				1,187,212	1,187,212	100%				3,390,957	3,390,957	100%
TOTAL REVENUES	5,297,623	21,571,884	25%				2,200,785	5,396,801	41%				8,542,679	44,929,709	19%
EXPENSES															
OFFICE OPERATING	45,317	219,128	21%				92,762	430,299	22%				200,915	863,957	23%
COMMUNITY GRANTS	0	522,602	0%			0	0	0	0%				0	0	0%
LEGISLATIVE	144,434	483,832	30%			0	0	0	0%				0	0	0%
PROFESSIONAL FEES	(2,840)	313,036	(1%)				11,088	214,035	5%				78,983	1,212,761	7%
BUILDING - OPER & MAINT	212,759	478,450	44%				19,185	71,213	27%				246,631	1,356,626	18%
VEH & EQUIP - OPER & MAINT	126,663	346,705	37%				46,842	90,922	52%				165,588	1,054,232	16%
OTHER OPERATING COSTS	175,060	1,203,230	15%				153,659	724,573	21%				684,055	4,101,217	17%
WAGES & BENEFITS	1,045,297	3,784,814	28%				629,948	2,539,178	25%				1,108,450	4,413,742	25%
PROGRAM COSTS	0	1,000	0%				9,080	170,285	5%				9,786	179,350	5%
CAPITAL EXPENDITURES	53,842	1,518,850	4%				0	79,500	0%				362,196	24,833,159	1%
DEBT - FINANCING - INTEREST	537,901	3,668,793	15%				0	0	0%				74,328	327,780	23%
DEBT - FINANCING - PRINCIPAL	93,990	2,982,334	3%				0	0	0%				118,299	310,809	38%
CONTINGENCY	0	0	0%				0	0	0%				0	0	0%
TRSF TO RESERVE FUND	299	722,064	0%				3,643	137,458	3%				658,212	3,968,286	17%
TRSF TO OTHER GOV'T/AGENCIE	1,070,629	4,494,953	24%				0	200,300	0%				0	0	0%
TOTAL EXPENDITURES	3,503,351	20,739,791	17%				966,207	4,657,763	21%				3,707,443	42,621,919	9%
OPERATING SURPLUS (DEFICIT)	1,794,272	832,093					1,234,578	739,038					4,835,236	2,307,790	



GENERAL REVENUE FUND
As of March 31, 2015

	RECREATION & PARKS SERVICES		TRANSPORTATION & SOLID WASTE		TOTAL REVENUE		FUND	
	Actual 2015	Budget 2015	Actual 2015	Budget 2015	Actual 2015	Budget 2015	Actual 2015	% Var
REVENUES								
TAX REQUISITION	2,554,146	10,216,582	2,400,777	9,603,102	11,258,168	45,032,665	25%	25%
GRANTS	63,347	3,982,884	1,355,157	6,438,850	1,582,794	11,289,736	21%	14%
OPERATING REVENUE	529,374	1,555,516	3,198,868	16,214,213	4,421,528	20,765,574	20%	21%
OTHER REVENUE	8,992	1,553,941	456,864	4,684,017	3,236,788	42,960,190	10%	8%
PRIOR YEARS SURPLUS (DEFICIT)	1,299,104	1,299,104	3,872,509	3,872,509	11,280,947	11,280,947	100%	100%
TOTAL REVENUES	4,454,963	18,618,027	11,284,175	40,812,691	31,780,225	131,329,112	28%	24%
EXPENSES								
OFFICE OPERATING	133,974	567,109	514,034	2,111,524	987,002	4,192,017	24%	24%
COMMUNITY GRANTS	0	0	0	0	0	522,602	0%	0%
LEGISLATIVE	0	1,600	0	0	144,434	485,432	0%	30%
PROFESSIONAL FEES	43,796	249,509	46,110	443,500	177,137	2,432,841	10%	7%
BUILDING - OPER & MAINT	130,728	826,388	126,989	535,090	736,292	3,267,767	24%	23%
VEH & EQUIP - OPER & MAINT	41,004	234,939	1,045,999	6,138,087	1,426,096	7,864,885	17%	18%
OTHER OPERATING COSTS	126,040	998,034	1,729,656	9,275,525	2,868,470	16,302,579	19%	18%
WAGES & BENEFITS	1,160,318	4,465,947	3,703,355	14,199,037	7,647,368	29,402,718	26%	26%
PROGRAM COSTS	72,182	519,729	0	0	91,048	870,364	0%	10%
CAPITAL EXPENDITURES	62,728	5,779,514	15,726	3,793,750	494,492	36,004,773	0%	1%
DEBT - FINANCING - INTEREST	176,029	704,116	0	0	788,258	4,700,689	0%	17%
DEBT - FINANCING - PRINCIPAL	765,893	1,128,242	0	0	978,182	4,421,385	0%	22%
CONTINGENCY	0	15,000	0	0	0	15,000	0%	0%
TRSF TO RESERVE FUND	0	935,858	0	1,415,993	662,154	7,179,659	0%	9%
TRSF TO OTHER GOV'T/AGENCIES	85,301	1,761,572	0	75,000	1,155,930	6,531,825	0%	18%
TOTAL EXPENDITURES	2,797,993	18,187,557	7,181,869	37,987,506	18,156,863	124,194,536	19%	15%
OPERATING SURPLUS (DEFICIT)	1,656,970	430,470	4,102,306	2,825,185	13,623,362	7,134,576		



SUMMARY OF OPERATING RESULTS
For period ending March 31, 2015

	Revenues		Revenues		Variance		Expenditures		Expenditures		Variance		Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget
CORPORATE SERVICES														
Administration	2,509,837	7,085,395	35%		1,502,858	6,576,529	23%	1,006,979	508,866					
Electoral Area Administration	299,948	741,344	40%		175,422	667,806	26%	124,526	73,538					
Public Safety														
D68 E911	44,262	145,559	30%		9,707	135,805	7%	34,555	9,754					
D69 E911	210,879	651,665	32%		2,000	600,954	0%	208,879	50,711					
Community Justice	31,414	125,300	25%		0	125,300	0%	31,414	0					
Fire Protection														
Fire - Meadowood	34,841	139,357	25%		34,839	139,357	25%	2	0					
Fire - Nanaimo River	4,455	17,795	25%		404	17,795	2%	4,051	0					
Fire - Coombs Hilliers	93,521	834,083	11%		134,599	834,083	16%	(41,078)	0					
Fire - Errington	105,289	419,605	25%		145,502	419,605	35%	(40,213)	0					
Fire - French Creek	175,324	494,267	35%		131	430,169	0%	175,193	64,098					
Fire - Nanoose Bay	270,373	788,733	34%		94,279	750,750	13%	176,094	37,983					
Fire - Wellington	24,209	72,404	33%		545	68,055	1%	23,664	4,349					
Fire - Cassidy Waterloo	48,741	180,940	27%		13,413	180,940	7%	35,328	0					
Fire - Dashwood	148,372	519,945	29%		225,335	519,945	43%	(76,963)	0					
Fire - Extension	89,100	200,871	44%		8,069	200,871	4%	81,031	0					
Fire - Parksville Local	102,150	172,779	59%		188	89,983	0%	101,962	82,796					
Fire - Bow Horn Bay	81,394	729,695	11%		135,972	729,695	19%	(54,528)	0					
Regional Library	648,018	2,869,974	23%		648,019	2,869,975	23%	(1)	(1)					
Feasibility Studies	4,101	30,976	13%		723	30,976	2%	3,378	0					
Municipal Debt Transfers	366,019	5,329,697	7%		366,019	5,329,697	7%	0	0					
House Numbering	5,375	21,500	25%		5,375	21,500	25%	0	0					
TOTAL	5,297,622	21,571,884	25%		3,503,349	20,739,790	17%	1,794,273	832,094					
STRATEGIC & COMMUNITY DEVELOPMENT														
EA Community Planning	804,147	1,931,593	42%		390,991	1,742,145	22%	413,156	189,448					
Economic Development South	41,000	164,000	25%		0	164,000	0%	41,000	0					
Economic Development North	35,061	72,561	48%		0	72,185	0%	35,061	376					
Regional Growth Strategy	346,272	724,215	48%		107,392	591,360	18%	238,880	132,855					
Emergency Planning	50,013	352,791	14%		52,573	345,942	15%	(2,560)	6,849					
D68 Search & Rescue	13,042	43,723	30%		8,000	41,300	19%	5,042	2,423					
D69 Search & Rescue	1,250	5,000	25%		0	5,000	0%	1,250	0					

SUMMARY OF OPERATING RESULTS
For period ending March 31, 2015

	Revenues		Revenues		Variance		Expenditures		Expenditures		Variance		Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget
Building Inspection	740,215	1,514,278	49%		279,931	1,132,220	25%		460,284	382,058				
Bylaw Enforcement														
Bylaw Enforcement	70,453	261,003	27%		70,462	261,003	27%		(9)	0				
Animal Control EA A,B,C,I,ANTZ	23,519	73,138	32%		16,902	68,905	25%		6,617	4,233				
Animal Control E,G & H	30,075	95,650	31%		22,374	92,516	24%		7,701	3,134				
Animal Control EA F	19,022	32,968	58%		4,155	24,397	17%		14,867	8,571				
Unsanitary Premises	3,616	59,061	6%		1,974	58,087	3%		1,642	974				
Hazardous Properties	4,742	20,415	23%		1,881	20,052	9%		2,861	363				
Noise Control	18,361	46,405	40%		9,571	38,648	25%		8,790	7,757				
TOTAL	2,200,788	5,396,801	41%		966,206	4,657,760	21%		1,234,582	739,041				
REGIONAL & COMMUNITY UTILITIES														
RCU - Administration	102,101	364,283	28%		102,318	364,283	28%		(217)	0				
Wastewater Management														
Liquid Waste Management Planning	261,601	764,922	34%		51,456	622,902	8%		210,145	142,020				
Wastewater Southern Community	2,989,808	26,835,615	11%		1,769,620	26,079,200	7%		1,220,188	756,415				
Wastewater Northern Community	2,239,091	7,134,775	31%		536,601	6,467,908	8%		1,702,490	666,867				
Wastewater Duke Point	227,039	454,053	50%		35,062	367,114	10%		191,977	86,939				
Water Supply														
Water - Surfside	22,292	43,892	51%		3,929	39,022	10%		18,363	4,870				
Water - French Creek	53,914	196,269	27%		25,507	188,231	14%		28,407	8,038				
Water - Whiskey Creek	18,217	277,317	7%		15,042	276,168	5%		3,175	1,149				
Water - Decourcy	8,905	15,762	56%		897	12,269	7%		8,008	3,493				
Water - San Pareil	56,664	229,343	25%		48,419	226,345	21%		8,245	2,998				
Water - Driftwood	1,366	5,458	25%		1,364	5,458	25%		2	0				
Water - Englishman River	64,700	153,492	42%		18,285	125,962	15%		46,415	27,530				
Water - Melrose Place	16,603	37,461	44%		4,434	30,629	14%		12,169	6,832				
Water - Nanoose Peninsula	871,310	2,635,819	33%		317,851	2,461,863	13%		553,459	173,956				
Water - Bulk Water Nanoose Bay	360,210	1,997,898	18%		144,373	1,878,857	8%		215,837	119,041				
Water - Bulk Water French Creek	17,851	94,639	19%		10,566	84,926	12%		7,285	9,713				
Water - San Pareil Fire	(5,523)	74,211	(7%)		18,553	74,212	25%		(24,076)	(1)				
Water - Westburne Heights	(80)	125,865	(0%)		2,110	125,865	2%		(2,190)	0				
Drinking Water/Watershed Protection	304,371	660,922	46%		77,711	588,048	13%		226,660	72,874				
Streetlighting	43,763	115,421	38%		16,101	100,703	16%		27,662	14,718				

SUMMARY OF OPERATING RESULTS
For period ending March 31, 2015

	Revenues		Revenues		Expenditures		Expenditures		Variance		Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget	Variance	2015 Actuals	2015 Budget	
Sewer Collection												
Sewer - French Creek	162,251	977,974	17%		234,911	974,952			24%	(72,660)	3,022	
7551 / 2851 Sewer/Fairwinds / Wastewater Nanoose	453,025	1,013,009	45%		105,329	887,860			12%	347,696	125,149	
Sewer - Pacific Shores	32,859	80,443	41%		14,366	71,204			20%	18,493	9,239	
Sewer - Surfside	5,206	28,898	18%		4,033	25,354			16%	1,173	3,544	
Sewer - Cedar	73,014	190,348	38%		36,251	158,573			23%	36,763	31,775	
Sewer - Barclay	80,019	237,126	34%		51,001	210,128			24%	29,018	26,998	
Sewer - Hawthorne Rise Debt	7,051	10,073	70%		1,046	10,073			10%	6,005	0	
Englishman River Stormwater	9,064	12,751	71%		337	7,348			5%	8,727	5,403	
Cedar Estates Stormwater	7,006	10,550	66%		337	5,348			6%	6,669	5,202	
Pump & Haul	0	2,400	0%		600	2,400			25%	(600)	0	
Sewer - Reid Road Debt	58,488	91,101	64%		58,529	91,101			64%	(41)	0	
Community Works Fund Projects - Regional & Community Utiliti	497	57,619	1%		497	57,619			1%	0	0	
TOTAL	8,542,683	44,929,709	19%		3,707,436	42,621,925			9%	4,835,247	2,307,784	
RECREATION & PARKS SERVICES												
Regional Parks	941,475	7,373,928	13%		291,699	7,372,790			4%	649,776	1,138	
Community Parks												
Community Parks - Area A	54,325	197,432	28%		37,659	194,139			19%	16,666	3,293	
Community Parks - Area B	108,190	301,357	36%		36,884	262,946			14%	71,306	38,411	
Community Parks - Area C (Extension)	48,191	93,290	52%		11,849	85,632			14%	36,342	7,658	
Community Parks - Area C (East Wellington)	44,022	130,615	34%		24,259	122,390			20%	19,763	8,225	
Community Parks - Area E	53,682	195,258	27%		25,685	186,614			14%	27,997	8,644	
Community Parks - Area F	58,969	151,711	39%		23,411	151,079			15%	35,558	632	
Community Parks - Area G	61,368	174,902	35%		25,000	157,348			16%	36,368	17,554	
Community Parks - Area H	61,211	173,684	35%		29,546	165,186			18%	31,665	8,498	
Area A Recreation & Culture	143,576	280,594	51%		9,856	204,299			5%	133,720	76,295	
Northern Community Recreation	573,542	1,745,152	33%		325,849	1,691,765			19%	247,693	53,387	
Oceanside Place	756,374	2,603,090	29%		583,425	2,515,515			23%	172,949	87,575	
Ravensong Aquatic Centre	1,178,828	3,460,474	34%		1,279,348	3,341,346			38%	(100,520)	119,128	
Gabriola Island Recreation	31,833	108,207	29%		42,389	108,168			39%	(10,556)	39	
Southern Community Recreation & Culture	296,343	1,188,236	25%		8,103	1,188,236			1%	288,240	0	
Community Works Fund Projects - Parks & Recreation Services	43,033	440,097	10%		43,033	440,097			10%	0	0	
TOTAL	4,454,962	18,618,027	24%		2,797,995	18,187,550			15%	1,656,967	430,477	

SUMMARY OF OPERATING RESULTS
For period ending March 31, 2015

	Revenues		Revenues		Variance	Expenditures		Expenditures		Variance	Surplus	
	2015 Actuals	2015 Budget	2015 Actuals	2015 Budget		2015 Actuals	2015 Budget	2015 Actuals	2015 Budget			
TRANSPORTATION & SOLID WASTE SERVICES												
Transit												
Transit Southern Community	6,552,616	22,671,154	29%	21,187,597	21%	4,453,845	2,187,597	2,098,771	1,483,557			
Transit Northern Community	803,159	2,134,637	38%	1,831,321	24%	434,128	1,831,321	369,031	303,316			
Gabriola Island Emergency Wharf	1,450	34,798	4%	130	0%	130	34,798	1,320	0			
Transit - EA H (Capital Levy)	3,125	12,500	25%	12,500	25%	3,125	12,500	0	0			
Solid Waste												
Solid Waste Management	3,112,856	11,266,866	28%	10,441,787	15%	1,517,908	10,441,787	1,594,948	825,079			
Solid Waste Collection & Recycling	810,967	4,692,736	17%	4,479,502	17%	772,729	4,479,502	38,238	213,234			
TOTAL	11,284,173	40,812,691	28%	37,987,505	19%	7,181,865	37,987,505	4,102,308	2,825,186			
TOTAL ALL SERVICES	31,780,228	131,329,112	24%	124,194,530	15%	18,156,851	124,194,530	13,623,377	7,134,582			



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
MAY 25 2015		
RHD		
BOARD		

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: May 12, 2015

FROM: Manvir Manhas
Senior Accountant

MEETING: COW June 9, 2015

FILE:

SUBJECT: 2014 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information

RECOMMENDATION:

That the 2014 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved as presented.

PURPOSE:

To provide comments on the financial performance of the Regional District of Nanaimo for the fiscal year ending December 31, 2014 and to present statutory reports covering Board remuneration and other financial information.

BACKGROUND:

Regional Districts are required by Section 814.1 of the *Local Government Act* to present annually the results of its financial audit and a report on Board and Committee member expenses and remuneration.

Additionally, as a public body in British Columbia, the Regional District must prepare a report in compliance with the *Financial Information Act* (Statement of Financial Information – SOFI). The SOFI contains extracts from the audited financial report, the schedule of Board expenses and remuneration, schedules of employee expenses and remuneration (over \$75,000), a schedule of supplier payments (over \$25,000) and information on community grants provided in the year.

The full edition of the annual financial report consisting of departmental highlights, a set of consolidated financial statements, notes to the statements, supplementary departmental revenue and expense schedules as well as statistical data has been provided as a separate handout along with a copy of the Regional District’s Statement of Financial Information (SOFI).

The annual report and SOFI will be posted to the Regional District’s web site for public access. Photocopied versions of the annual report can be requested at a charge of \$5.00 plus GST. Photocopies of the SOFI report are priced at \$2.50 plus GST.

DISCUSSION:**Consolidated Financial Statements:**

Attachment 1 to this report is the consolidated financial statements of the Regional District of Nanaimo (including Notes). As noted earlier the full set of the consolidated financial statements is contained in the annual financial report circulated separately. The consolidated financial statements allow the Board, the management team and the public to assess the overall results of all of our activities for the fiscal year ending December 31, 2014. The objective of the statements is to fairly present the financial position of the Regional District as a whole.

MNP LLP completed the audit of the Regional District for the year ended December 31, 2014 and presented their audit findings at the May Committee of the Whole meeting. As in prior years, the Regional District of Nanaimo received an unqualified opinion on the consolidated financial statements for 2014, assuring readers that based on the audit procedures conducted, the financial statements are considered to be free of material errors.

Consolidated Statement of Financial Position:**Net Financial Assets:**

The Regional District is reporting a “Net Financial Asset” position of \$30.5 million (2013; \$24.7 million) – an increase of \$5.8 million largely as a result of increase in financial assets as discussed below.

Financial Assets:

Total Financial Assets (cash, investments, accounts receivable) increased by \$16.6 million mainly as a result of an increase in amounts Receivable from Other Jurisdictions. This receivable increase relates to the debt incurred on behalf of the City of Nanaimo (\$9.2 million) for the Water Treatment Plant. The accounts receivable increased by \$2.30 million mainly due to the \$2 million gas tax receivable for the Marine Outfall Land section repairs project at the Nanaimo Wastewater Treatment Plant. Cash and investments totaling \$80.3 million in 2014 largely represent the deferred revenue and reserve funds held for future infrastructure purchases for services managed by the Regional District.

Financial Liabilities:

Total Financial Liabilities (trade payables, short term and long term debt and other liabilities) increased by \$10.8 million. Long Term Debt increased by \$8.7 million (principle reduction offset by new debt incurred in 2014). The majority of the new debt incurred in 2014 was for the City of Nanaimo (\$9.2 million) which is offset by the Other Jurisdictions Debt Receivable under the Financial Assets. In 2014, the RDN long term debt increased by \$3.90 million (new long term debt incurred for Nanoose Bay Fire Hall \$2.79 million and San Pareil Fire Improvements service area \$1.11 million). Deferred revenue increased by \$3.63 million (higher developer contributions received in 2014 as well as higher Community Works Funding under the new Gas Tax agreement) and Accounts Payable increased by \$0.64 million.

Unfunded Liabilities:

Unfunded liabilities are calculated for two items related to our operations. The first is the future cost to close and monitor the regional solid waste landfill for a period of 25 years after closure. The second category is certain post retirement employee benefits. Recording the value of these future liabilities is a means of showing that there are financial obligations which are not completely captured in the annual activities of the Regional District.

As at December 31, 2014 the value of these two items were:

Employee benefit	\$ (308,953)
Landfill closure & future monitoring	<u>\$ 12,307,219</u>
Total future liability	<u>\$ 11,998,266</u>
Reserves on hand	<u>\$ 1,447,724</u>

Employee Retirement/Other Benefits:

In 2014 a post-retirement benefits calculation was performed by an independent actuary. The Regional District of Nanaimo's employee agreements include payout of a portion of unused sick leave upon retirement (60 day maximum limit). The estimated amount required to meet the full cost of this potential obligation is \$1,733,207 (2013; \$1,681,452). As at December 31, 2014 the post retirement obligation is overfunded in the amount of \$652,780 (2013 – overfunded by \$497,712) because of \$2.4 million held as a liability. There are currently 141 employees out of a workforce of 246 employees between the ages of 50 and 55 who could be eligible for a retirement benefit within the next five years.

Costs for vacation pay adjustments and other statutory amounts payable with respect to CPP, Employment Insurance, and Superannuation totaled \$343,827 at the end of 2014 (2013; \$294,985). These costs are combined with the overfunded amount for employee retirement liabilities noted above netting to the \$308,953 total overfunded for the two obligations at the end of 2014.

Landfill Closure/Post Closure Costs:

Public Sector Accounting Standards require local governments to estimate the costs to close and monitor landfill sites. The Regional District includes closure costs in the long term capital plan for the Solid Waste service which forms part of the approved financial plan. Annual budgets for the landfill operations also include contributions to reserve funds to help fund the overall long term capital plan which includes development of the North Berm.

The landfill site, once closed, must also be maintained and monitored for a period of twenty five years. The annual cost is estimated at \$575,000 in future dollars. It is expected that the cost to maintain and monitor the closed landfill will be met by a similar combination of property taxes and disposal fees as is used currently to fund current operations.

Short Term Loans:

There is no short term debt at the end of 2014 because 2013 amount for Nanoose Bay Fire Hall was converted to long term debt in 2014.

Long Term Debt:

Local governments in BC are authorized to borrow for capital purposes only and are also required by legislation to prepare balanced annual budgets and five year financial plans. While all residents across the Regional District are jointly and severally liable for both Regional District and municipal debt in the event of a default, the strong fiscal framework under which we operate has meant there has never been an instance where a local government in BC defaulted on its debt.

At the end of 2014 Regional District and municipal member debt stood at:

Regional District of Nanaimo	\$15,629,016
Municipal/other jurisdictions	<u>\$68,171,086</u>
Outstanding debt	<u>\$83,800,102</u>

Accumulated Surplus:

The current measure of overall results for a government entity is its Accumulated Surplus. For a government entity the Accumulated Surplus is represented by operating results, special purpose reserves and the net investment in tangible capital assets. The components making up the Regional District's Accumulated Surplus as at December 31, 2014 are shown below and are described in additional detail in Note 15 to the consolidated financial statements.

	<u>2014</u>	<u>2013</u>
General Revenue Fund Net Operating Surplus	\$ 11,415,855	\$ 10,056,262
Unfunded Liabilities	(11,998,266)	(9,545,108)
Capital Fund Advances	(430,123)	(995,924)
Net investment in Tangible Capital Assets	160,202,493	158,829,145
General Revenue Fund Reserve Accounts	2,964,935	3,081,980
Statutory Reserve Funds	45,341,349	39,329,742
Accumulated Surplus	<u>\$ 207,496,243</u>	<u>\$ 200,756,097</u>

The Accumulated Surplus position increased by \$6.7 million between 2013 and 2014. Three significant items contributed to this change.

Firstly, the net investment in tangible capital assets increased by \$1.37 million to \$160.2 million (2013; \$158.8 million). New capital assets totaled \$7.73 million offset by disposals (\$0.16 million) and amortization (\$6.75 million). The net investment in tangible capital assets includes the debt financing associated with the assets. In 2014 debt financing totaled \$16.3 million (2013; \$16.7 million), a decrease of \$0.4 million largely due to ongoing principal reduction on the existing debt and capital leases.

Secondly, the capital fund advances decreased by \$0.57 million due to the conversion of San Pareil Fire Improvements debt from short term internal borrowing to Municipal Finance Authority (MFA) debt and the principal pay back on the existing internal borrowing

Finally, Statutory Reserve Fund balances increased from \$39.3 million to \$45.3 million, a change of \$6.0 million (2013; \$4.8 million) due to ongoing yearly reserve contributions for future capital needs.

Consolidated Statement of Operations and Accumulated Surplus:

The Consolidated Statement of Operations and Accumulated Surplus shows at a glance the Regional District's sources of revenues and the types of services to which we allocate resources.

The RDN is primarily a provider of basic services including solid and liquid waste disposal, water supply and distribution, public transportation, recreation programs and facilities, emergency call taking (E911) and fire protection services. This statement is prepared under Public Sector Accounting Board (PSAB) guidelines for government entities on a full accrual basis and includes amortization on capital assets and the estimated change in the balance of unfunded liabilities as if those dollars had been spent today.

Revenue increased by \$1.1 million between 2013 and 2014 largely as a result of increased grant revenues (Gas Tax capital program and BC Transit operating grants) and taxation offsetting the lower level of developer contribution revenues which are only recognized as capital projects funded by the contributions are completed. Major DCC funded projects in 2014 included the Marine Outfall repairs and the Secondary Treatment upgrades at the Nanaimo Wastewater Treatment Plant, the Englishman River Joint Venture capital project for the Nanoose Bulk Water service and the Centrifuge #2 replacement at the French Creek Wastewater Treatment Plant.

Expenses increased from \$61.4 million in 2013 to \$66.9 million in 2014. The majority of the difference is attributed to the Solid Waste and Public Transit areas and reflects the impact of the transit service expansion that began in 2013 as well as the annual adjustment related to the calculation of the estimated unfunded liability for closure and post-closure cost at the regional landfill.

Expenses of \$66.9 million were more than the budget estimate of \$62.8 million. Also the "Surplus for the Year" (\$6.7 million) is less than the budget surplus of \$15.7 million. This is because for year-end reporting purposes amortization and unfunded liabilities are included as additional cost items in accordance with accounting standards for government entities. Note 18 to the financial statements provides information on how the surplus as budgeted in the annual financial plan is converted to the budgeted surplus for year-end reporting. The annual financial plan prepared on a cash basis incorporates items such as capital expenditures, borrowing proceeds, debt payments and transfers to/from reserves where the year-end report incorporates amortization and unfunded liabilities per the PSAB guidelines for government financial reporting. Capital asset purchases and debt servicing items are incorporated in the Statement of Financial Position under this model.

Reserve Fund Activity and Balances:

A schedule summarizing transactions in reserve funds is included in the annual financial report on pages 28 and 29. Reserve funds play a significant role in executing the capital plans of the Regional District and are highlighted for that reason.

The total value of reserve funds on hand at the end of 2014 was \$45.3 million (2013; \$39.3 million). Highlights of reserve fund activity over the last three years are shown in the table below:

	2014	2013	2012
Contributions to reserve funds from annual budgets	\$6,458,568	\$5,450,581	\$6,894,034
Interest earned	893,672	687,218	681,821
Funds applied to approved expenditures	1,576,943	1,126,326	469,561

BOARD AND COMMITTEE MEMBER REMUNERATION AND EXPENSES

Attachment 2 to this report is the schedule of Board and Committee member remuneration and expenses (Page 26 in the SOFI report). Remuneration rates are reviewed and established by a Board appointed committee for the three year period between elections. 2013 and 2014 remuneration rates were established during the 2011 review.

Rates for attending additional meetings and meal per diems remained the same as in 2013. One third of remuneration is an income tax exempt allowance for carrying out the duties of an elected official. Total 2014 remuneration for Board members and their alternates was \$306,471 (2013; \$302,835) an increase of \$3,636 or 1.20% year over 2013.

The base remuneration rates for 2014 were as follows:

	Base Remuneration	EA Director/ Chairperson Allowance	Total	Change from 2013
Municipal Director	\$11,855	N/A	\$11,855	5.6%
Electoral Area Director	\$11,855	\$6,585	\$18,440	5.6%
Chairperson	\$11,855	\$20,980	\$32,835	3.1%
Other Public/Advisory Committee Meetings	\$70 per meeting attended			

Board member expenses include eligible mileage expenses while attending meetings for Regional District purposes, ferry fares, computer and telecommunications equipment operating costs, and attendance at the annual UBCM, AVICC and FCM conventions. Board member expenses totalled \$62,492 in 2014 compared to \$64,535 in 2013. The variance is a result of timing delays in receipt of board members 2014 expense claims.


STRATEGIC PLAN IMPLICATIONS:

Regional Districts are required by the *Local Government Act* to present annually the results of its financial audit and a report on Board and Committee member expenses and remuneration. Compliance with this requirement directly supports the Board value to *Be Transparent and Accountable*, which demands transparency in financial reporting and that Directors are accountable to the public. In addition, the auditors conclude that the financial sustainability of the RDN is healthy and trending in a positive direction. This shows that the RDN is effectively balancing the Board's vision for the region and pursuit of innovation with fiscal responsibility.

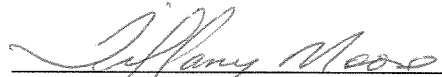
SUMMARY/CONCLUSIONS:

The 2014 Consolidated Financial Statements have been prepared and audited within the framework of the accounting policies applicable to local governments in BC. The statements present, in all significant respects, the financial position of the Regional District of Nanaimo as at December 31, 2014. This is confirmed by the Independent Auditors' Report dated May 12, 2015.


The report on Board and Committee members' expenses and remuneration and the Statement of Financial Information comply in all respects with the requirements of the *Local Government Act* and the *Financial Information Act*. Staff recommend that these reports be received and approved.



Report Writer



A/ Director of Finance Concurrence



C.A.O. Concurrence

Independent Auditors' Report

To the Members of the Board of the Regional District of Nanaimo:

We have audited the accompanying consolidated financial statements of the Regional District of Nanaimo, which comprise the consolidated statement of financial position as at December 31, 2014 and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows and related schedules on pages 20 to 30 for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Regional District of Nanaimo as at December 31, 2014 and the results of its operations, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Other Matter

The supplementary information on pages 31 to 46 have been presented for purposes of additional analysis and are unaudited. We do not express an opinion on these schedules because our examination did not extend to the detailed information therein.

Nanaimo, British Columbia

May 12, 2015

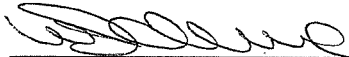
MNP LLP

Chartered Accountants

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2014**

		<u>2014</u>	<u>2013</u>
Financial Assets			
Cash and short-term deposits	(Note 2)	\$ 60,315,919	\$ 51,867,495
Accounts receivable	(Note 3)	\$ 6,098,751	3,794,065
Investments	(Note 4)	\$ 20,023,422	20,104,371
Other jurisdictions debt receivable	(Note 12)	\$ 68,171,086	62,222,825
Other assets	(Note 5)	\$ 25,264	13,739
		<u>\$ 154,634,442</u>	<u>138,002,495</u>
Financial Liabilities			
Short term loans	(Note 6)	\$ -	2,895,000
Accounts payable	(Note 7)	\$ 2,795,083	4,213,499
Other liabilities	(Note 8)	\$ 5,115,987	4,480,947
Unfunded liabilities	(Note 9)	\$ 11,998,266	9,545,108
Deferred revenue	(Note 10)	\$ 19,724,406	16,097,394
Obligation under capital lease	(Note 13)	\$ 682,677	900,726
Long-term debt	(Note 11)	\$ 83,800,102	75,138,413
		<u>\$ 124,116,520</u>	<u>113,271,087</u>
Net Financial Assets		<u>\$ 30,517,922</u>	<u>24,731,408</u>
Non-financial Assets			
Tangible capital assets	(Note 14)	\$ 176,514,186	175,540,459
Prepaid expenses		\$ 425,002	454,809
Inventories		\$ 39,133	29,421
		<u>\$ 176,978,321</u>	<u>176,024,689</u>
Accumulated Surplus	(Note 15)	<u>\$ 207,496,243</u>	<u>\$ 200,756,097</u>

APPROVED:



W. Idema, CPA, CGA
Director of Finance

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>Budget</u> (Note 18)	<u>2014</u>	<u>2013</u>
Revenue			
Property taxes	\$ 40,359,527	\$ 40,355,182	\$ 38,357,564
Operating revenues	21,226,208	21,227,537	20,891,235
Grant Revenues	11,927,616	9,110,177	6,819,458
Developer contributions	4,245,620	739,951	4,356,188
Other	520,420	831,593	887,904
Interest on investments	150,000	1,188,036	1,070,287
Grants in lieu of taxes	149,645	280,391	278,947
	<u>78,579,036</u>	<u>73,732,867</u>	<u>72,661,583</u>
Expenses			
General Government	2,330,985	2,003,596	1,515,275
Strategic & Community Development	3,600,915	3,320,302	3,199,919
Wastewater & Solid Waste management	19,845,122	23,864,939	20,331,212
Water, Sewer & Street lighting	4,084,956	5,349,418	4,906,528
Public Transportation	19,429,001	18,031,571	17,476,189
Protective Services	4,012,840	4,357,647	4,047,770
Parks, Recreation & Culture	9,537,692	10,065,248	10,022,531
	<u>62,841,511</u>	<u>66,992,721</u>	<u>61,499,424</u>
Surplus for the year	\$ 15,737,525	\$ 6,740,146	\$ 11,162,159
Accumulated surplus, Beginning of the year	200,756,097	200,756,097	189,593,938
Accumulated surplus, End of the year	(Note 15) \$ 216,493,622	\$ 207,496,243	\$ 200,756,097

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2014**

	<u>Budget</u> (Note 18)	<u>2014</u>	<u>2013</u>
Surplus for the year	\$ 15,737,525	\$ 6,740,146	\$ 11,162,159
Acquisition of tangible capital assets	(24,954,456)	(7,726,318)	(8,981,278)
Amortization of tangible capital assets	-	6,752,591	6,459,785
Proceeds on disposal of tangible capital assets	-	1,420	17,429
Gain on disposal of tangible capital assets	-	(1,420)	(17,429)
Change in prepaid expenses	-	29,807	(52,966)
Change in inventories	-	(9,712)	3,217
Increase (decrease) in Net Financial Assets	(9,216,931)	5,786,514	8,590,917
Net Financial Assets, Beginning of the year	24,731,408	24,731,408	16,140,491
Net Financial Assets, End of the year (Pg. 3)	<u>\$ 15,514,477</u>	<u>\$ 30,517,922</u>	<u>\$ 24,731,408</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2014**

	<u>2014</u>	<u>2013</u>
Operating Transactions		
Surplus for the year	\$ 6,740,146	\$ 11,162,159
Non-cash items included in surplus		
Amortization of tangible capital assets	6,752,591	6,459,785
Contributed tangible capital assets	(139,000)	-
Gain on disposal of tangible capital assets	(1,420)	(17,429)
Debt actuarial adjustments	(411,555)	(495,658)
Change in non-cash working capital balances related to operations		
(Increase) Decrease in accounts receivable	(2,304,685)	3,508,007
Decrease (Increase) in other assets	(11,525)	-
Decrease in accounts payable	(1,418,418)	(2,067,121)
Increase (Decrease) in deferred revenues	3,627,012	(2,600,448)
Increase in other liabilities	635,040	260,776
Decrease (Increase) in prepaid expenses	29,807	(52,966)
(Increase) Decrease in inventory	(9,712)	3,217
Increase (Decrease) in unfunded liabilities	2,453,158	(390,762)
Cash provided by operating transactions	<u>15,941,439</u>	<u>15,769,560</u>
Capital Transactions		
Acquisition of tangible capital assets	(7,562,893)	(8,981,278)
Proceeds on disposal of tangible capital assets	1,420	17,429
Cash used in capital transactions	<u>(7,561,473)</u>	<u>(8,963,849)</u>
Investment Transactions		
Decrease in long-term investments	80,949	5,136,854
Other jurisdictions debt receivable	-	(8,604,294)
Cash provided by (used in) investment transactions	<u>80,949</u>	<u>(3,467,440)</u>
Financing Transactions		
Short and long term debt issued	3,904,600	13,663,653
(Decrease) Increase in capital lease obligation	(242,474)	(304,773)
Repayment of short and long-term debt	(3,674,617)	(3,382,273)
Cash provided by (used in) financing transactions	<u>(12,491)</u>	<u>9,976,607</u>
Net change in cash and short-term deposits	8,448,424	13,314,878
Cash and short-term deposits, Beginning of the year	51,867,495	38,552,617
Cash and short-term deposits, End of the year (Pg. 3)	(Note 2) \$ 60,315,919	\$ 51,867,495

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2014

The Regional District was incorporated in 1967 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district wide local government services to the residents of seven electoral areas and four municipalities within its boundaries. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency response planning, public transportation, parks and recreation, water supply and sewage collection, wastewater disposal, solid waste collection and disposal, and street lighting.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Principles of Consolidation

The Regional District follows Canadian public sector accounting standards issued by the Public Sector Accounting Board (PSAB) of CPA Canada.

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the activities related to all funds belonging to the one economic entity of the Regional District. In accordance with those standards inter-departmental and inter-fund transactions have been removed to ensure financial activities are recorded on a gross basis. The consolidated financial statements have been prepared on a going concern basis.

(b) Short-term deposits

Short-term deposits are carried at the lower of cost and market value.

(c) Long-term investments

Long-term investments are carried at cost less any amortized premium. It is the intention of the Regional District to hold these instruments to maturity. Any premium has been amortized on a straight-line basis using the earlier of the date of maturity or call date.

(d) Non-Financial Assets

i. Tangible capital assets

Tangible capital assets are physical assets that are to be used on a continuing basis, are not for sale in the ordinary course of operations and have useful economic lives extending beyond a single year. Section 3150 of Public Sector Accounting Handbook requires governments to record and amortize the assets over their estimated useful lives. Tangible capital assets are reported at historical cost and include assets financed through operating budgets, short-term and long-term debt, and leases. Tangible capital assets when acquired are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Tangible capital asset cost less any estimated residual value, is amortized on a straight-line basis over estimated useful lives as follows:

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Asset Category	Useful Life Range (years)
Land	n/a
Land Improvements	15 - 50
Building	20 - 50
Equipment, Furniture & Vehicles	5 - 20
Engineering Structures	
Water	25 - 75
Sewer	45 - 75
Wastewater	30 - 75
Solid Waste	20 - 50
Transportation	20 - 50

In the year of acquisition and in the year of disposal, amortization is recorded as half of the annual expense for that year. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions (examples are parklands as a result of subdivision, donated land and infrastructure built by property developers which is transferred to the Regional District) are recorded as assets and revenues at their fair value at the date of receipt.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of a property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(e) Debt servicing cost

Interest is recorded on an accrual basis.

(f) Financial Instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, other jurisdictions debt receivable, short-term loans, accounts payable, other liabilities and long-term debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments.

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(g) Revenue recognition

Revenues are recorded on an accrual basis and are recognized in the period in which they are earned.

Property tax revenues and grants in lieu are recognized as revenue when levied. Operating revenues such as user fees, tipping fees, garbage, and recycling collection fees are recognized when charged to the customer, when amounts are measurable and when collectability is reasonably assured. Interest on investments is recorded when earned on an accrual basis. Developer contributions are recorded as deferred revenues when received and recognized as revenue in the year in which the associated expenditures are incurred. Donations of tangible assets are recognized as revenue on the date of receipt. Other revenues are recognized as revenue when amounts can be reasonably estimated and collectability is reasonably assured.

The Regional District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Regional District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

(h) Expense recognition

Operating expenses are recorded on an accrual basis.

Estimates of employee future benefits are recorded as expenses in the year they are earned. Landfill closure and post closure costs are recognized as costs as landfill capacity is used.

(i) Contingent liabilities

Contingent liabilities are recognized in accordance with PS 3300, which requires that an estimate be recorded when it is likely that a future event will confirm that a liability has been incurred by the financial statement date and that the amount can be reasonably estimated.

(j) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the determination of employee retirement benefits, landfill closure and post closure liabilities, likelihood of collection of accounts receivable, useful lives of tangible capital assets and provisions for contingencies. Actual results may vary from those estimates and adjustments will be reported in operations as they become known. Changes to the underlying assumptions and estimates or legislative changes in the near term could have a material impact on the provisions recognized.

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(k) Recent accounting pronouncements

In June 2010, the Public Sector Accounting Board (PSAB) issued PS 3260 *Liability for Contaminated Sites* to establish recognition, measurement and disclosure standards for liabilities associated with the remediation of contaminated sites. The new section defines activities included in a liability for remediation, establishes when to recognize and how to measure a liability for remediation, and provides the related financial statement presentation and disclosure requirements. PS 3260 is effective for fiscal years beginning on or after April 1, 2014. The Regional District expects to apply PS 3260 for its consolidated financial statements dated December 31, 2015. The Regional District has not yet determined the effect of the new section on its consolidated financial statements.

2. CASH AND SHORT-TERM DEPOSITS

In 2014, all cash and short-term deposits were held by the General Revenue Fund. Interest income has been allocated to restricted receipt accounts (development cost charges), reserve accounts/funds and unexpended loan proceeds for capital projects based on the relative equity.

3. ACCOUNTS RECEIVABLE

	<u>2014</u>	<u>2013</u>
Province of British Columbia	\$ 78,734	\$ 75,754
Government of Canada	355,633	555,802
Regional and local governments	507,508	743,503
Gas Tax Revenue Transfer program	2,359,675	123,208
BC Transit Annual Operating Agreement	130,397	390,053
Accrued investment interest	165,812	165,082
Solid Waste commercial accounts	598,095	455,172
Utility services customers	415,513	451,029
Developer DCC instalments	408,198	66,841
Other trade receivables	1,079,186	767,621
	<u>\$ 6,098,751</u>	<u>\$ 3,794,065</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

4. INVESTMENTS

All investments are held by the General Revenue Fund and consist of term notes and bonds with varying yields and extendible maturity dates ranging from 2015 to 2021.

	<u>2014</u>	<u>2013</u>
Investments at cost less amortized premium	\$ <u>20,023,422</u>	\$ <u>20,104,371</u>

As at December 31, 2014, the following investments were held by the Regional District:

Investment	Amortized Purchase Price	Accrued Interest	Total Book Value	Market Value at December 31, 2014
BMO 1.52% deposit note	\$5,000,000	7,496	5,007,496	5,000,000
VANCITY 1.70% deposit note	\$1,973,755	8,457	1,982,212	1,973,755
CWB 1.75% deposit note	\$2,802,000	34,929	2,836,929	2,802,000
CWB 2.00% deposit note	\$3,492,000	5,549	3,497,549	3,492,000
LAUR 3.70% extendible note	\$2,022,893	11,962	2,034,855	2,036,138
BMO 3.979% extendible note	\$2,675,101	49,885	2,724,986	2,730,191
MUN 4.15% deposit note	\$2,057,673	18,413	2,076,086	2,116,049
	\$ <u>20,023,422</u>	\$ <u>136,691</u>	\$ <u>20,160,113</u>	\$ <u>20,150,133</u>

5. OTHER ASSETS

	<u>2014</u>	<u>2013</u>
Security deposits for building or development permit applications	\$ <u>25,264</u>	\$ <u>13,739</u>

6. SHORT-TERM LOANS

During 2014 the Municipal Finance Authority interim financing program loan of \$2,895,000, with interest only payable monthly, to fund the construction of the Nanoose Bay Volunteer Fire Hall was converted to long-term debt. The principal amount of this short-term loan was reduced by \$105,000 to \$2,790,000 prior to it being converted. Interest rate at time of conversion was 1.75%, an increase of 0.03% from 1.72%, the rate at January 1, 2014.

7. ACCOUNTS PAYABLE

	<u>2014</u>	<u>2013</u>
Payable to Provincial Government	\$ 461,776	\$ 328,579
Payable to other local governments	316,005	409,104
Trade and other payables	2,017,302	3,475,816
	\$ <u>2,795,083</u>	\$ <u>4,213,499</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

8. OTHER LIABILITIES

	<u>2014</u>	<u>2013</u>
Wages and benefits payable	\$ 2,229,061	\$ 1,798,830
Retirement benefits payable - see note 9(a) i	2,385,987	2,179,164
Other benefits payable	152,099	149,388
Permit deposits	348,840	353,565
	<u>\$ 5,115,987</u>	<u>\$ 4,480,947</u>

9. UNFUNDED LIABILITIES

Unfunded liabilities represent the estimated amount of cumulative future expenditures required to meet obligations which result from current operations. These liabilities are related to contractual employment obligations, and landfill operations which are governed by Provincial statute. Special reserves which have been set aside to meet those obligations are described below.

(a) Employee Benefits

- i. Retirement Benefits - The Regional District provides vested sick leave benefits to its employees who retire where they can qualify for a one time payout of up to 60 days of their accumulated unused sick leave. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on service. The actuarial valuation was calculated at December 31, 2014.

The accrued post-employment benefits are as follows:

	<u>2014</u>	<u>2013</u>
Balance, beginning of year	\$ 1,681,452	\$ 1,573,129
Current service costs	126,125	121,853
Benefits paid	(109,946)	(75,040)
Interest cost	57,358	61,510
Amortization of Net Actuarial Loss/ (Gain)	(21,782)	-
Balance, end of year	<u>\$ 1,733,207</u>	<u>\$ 1,681,452</u>

The significant actuarial assumptions adopted in measuring the Regional District's post-employment benefits are as follows:

	<u>2014</u>	<u>2013</u>
Discount Rate	3.00%	3.90%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%
Balance reported in Note 8	<u>2014</u>	<u>2013</u>
Retirement benefits payable	\$ 2,385,987	\$ 2,179,164
Consolidation adjustment for actuarial valuation	(652,780)	(497,712)
Accrued benefit balance, end of year	<u>\$ 1,733,207</u>	<u>\$ 1,681,452</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

9. UNFUNDED LIABILITIES (CONTINUED)

- ii. Other – Includes vacation pay adjustments and statutory and other benefits provided for in the collective agreement and which are paid in the normal course of business in the following year. The vacation pay liability at December 31, 2014 is \$117,422 (2013, \$108,255). The statutory benefits liability at December 31, 2014 is \$226,405 (2013, \$186,730).

(b) Landfill Closure and Post Closure Maintenance Costs

In accordance with PS 3270 liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill Closure costs include placing a permanent cover over the face of the landfill. Post Closure Maintenance costs include landfill gas monitoring, leachate collection system operation and general site maintenance for a period of 25 years after the landfill is permanently closed.

- i. Landfill Closure costs - are estimated based on the open area of the remaining unused capacity of the landfill site. In 2009 a revised design and operations plan was approved for the landfill which provides additional airspace for future needs. This plan extended the estimated life of the landfill to 2030 which has since been updated to 2040 based on most recent usage data. The plan includes remediation and reuse of previously filled areas as well as extending perimeter berms for the development of new airspace.

At December 31, 2014, there were approximately 1,819,800 cubic meters of airspace available for waste and daily cover. Landfill Closure costs are estimated at \$7,196,204 (2013, \$6,206,141). As at December 31, 2014, \$1,447,724 (2013, \$1,418,974) has been set aside in reserves for this purpose. The balance of Landfill Closure costs are expected to be funded by a combination of future reserve account contributions, operating budgets and/or borrowing.

- ii. Post Closure Maintenance costs – are costs estimated to manage the closed landfill for a statutory period of 25 years. Post Closure Maintenance costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual maintenance costs and a present value discount rate which is the difference between the long-term MFA borrowing rate and the 5 year average Consumer Price Index. The current estimate for annual Post Closure Maintenance costs is \$575,000 (2013, \$575,000). Total Post Closure Maintenance costs are estimated to be \$5,111,015 (2013, \$3,541,694) based on 62% of the total landfill capacity being filled at this date, a 26 year lifespan to 2040, final closure in 2040, and a discount rate of 1.45%. Post Closure Maintenance costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

<u>Unfunded Liability Balances</u>	<u>2014</u>	<u>2013</u>
Employee Retirement Benefits	\$ (652,780)	\$ (497,712)
Employee Other Benefits	343,827	294,985
Landfill Closure Costs	7,196,204	6,206,141
Post Closure Maintenance Costs	5,111,015	3,541,694
Unfunded Liability	<u>\$ 11,998,266</u>	<u>\$ 9,545,108</u>
Reserves On Hand	<u>\$ 1,447,724</u>	<u>\$ 1,418,974</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

10. DEFERRED REVENUE

	<u>2014</u>	<u>2013</u>
Parkland Cash-in-Lieu receipts	\$ 1,662,844	\$ 1,604,970
Development Cost Charges	<u>11,250,480</u>	<u>9,040,748</u>
Subtotal (Pg. 30)	12,913,324	10,645,718
Gas Tax Revenue Transfer program – Community Works Fund	6,118,541	4,920,058
Community Recreation Grant Program	-	145,566
General Revenue Fund	<u>692,541</u>	<u>386,052</u>
	<u>\$ 19,724,406</u>	<u>\$ 16,097,394</u>

Parkland Cash-in-Lieu - are amounts collected from developers under the authority of Section 941 of the Local Government Act, where the Board has determined that cash rather than land for parkland purposes may be accepted as a condition of subdivision. These funds are held for the purpose of purchasing parkland.

Development Cost Charges - are amounts collected or payable as a result of new subdivision or building developments under the authority of Section 933 of the *Local Government Act*. The purpose of Section 933 is to collect funds for infrastructure which will be built as a result of population growth. Development Cost Charge bylaws have been enacted for the future expansion of wastewater treatment facilities and a bulk water system.

Community Works Fund - is a program component of the federal government's "New Building Canada Fund" which was established to transfer a portion of gas tax revenues to local governments to address infrastructure deficits. Additional information on the Regional District of Nanaimo's use of the Community Works Fund grants is included in the schedule on Pg. 31.

General Revenue Fund - consists of payments in advance for recreation programs, unredeemed recreation program awards, facility rental deposits and miscellaneous deferred revenue.

11. LONG-TERM DEBT

Debt is recorded and payable in Canadian dollars. It is the current policy of the Municipal Finance Authority to secure debt repayable only in Canadian dollars.

Details of long-term debt, including debt issue numbers, maturity dates, interest rates and outstanding amounts, are summarized in the Schedule of Long-Term Debt on pages 24 to 27.

	<u>2014</u>	<u>2013</u>
Long-Term debt - Regional District services	\$ 15,629,016	\$ 12,915,588
Vancouver Island Regional Library	15,957,989	16,319,013
Member municipalities	<u>52,213,097</u>	<u>45,903,812</u>
Total Long-Term Debt	<u>\$ 83,800,102</u>	<u>\$ 75,138,413</u>

Payments of principal on issued debt of the Regional District, not including member municipalities, for the next five years are:

<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>TOTAL</u>
\$1,260,221	\$1,116,984	\$1,108,097	\$1,108,202	\$1,065,750	<u>\$ 5,659,254</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

12. OTHER JURISDICTIONS DEBT RECEIVABLE

Pursuant to the *Local Government Act*, the Regional District acts as the agency through which its member municipalities and other jurisdictions borrow funds from the Municipal Finance Authority. The annual cost of servicing this debt is recovered entirely from the borrowing jurisdiction. However, the Regional District is joint and severally liable for this debt in the event of default.

	<u>2014</u>	<u>2013</u>
City of Parksville	\$ 2,410,090	\$ 2,759,856
City of Nanaimo	49,803,007	43,143,956
Vancouver Island Regional Library	15,957,989	16,319,013
	<u>\$ 68,171,086</u>	<u>\$ 62,222,825</u>

13. OPERATING AND CAPITAL LEASES

The outstanding obligation balance for leased capital assets as at December 31, 2014 was \$682,677 (2013, \$900,726). The Regional District has financed assets under capital leases with a net book value of \$715,776 (2013, \$1,104,449). The assets include one fire truck, one road vehicle, one tractor and trailer and landfill site mobile equipment. The 2014 capital lease principal payments totalled \$242,474 (2013, \$304,775).

All capital leases are held by the MFA Leasing Corporation. While payments are fixed for the term of the lease, interest rates are variable daily based upon the Canadian prime rate minus 1.0%. An interest adjustment is made at the time of the final payment. In 2014, interest expenditures related to lease liabilities were \$15,549 (2013, \$22,192).

Lease payment commitments for the next five years are:

Capital Leases

<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>TOTAL</u>
\$482,290	\$201,449	\$5,137	\$5,137	\$2,997	\$ 697,010
	Less: Imputed Interest				(14,333)
	Net Obligation under Capital Lease (Pg. 3)				<u>\$ 682,677</u>

Operating Leases – there are no operating lease commitments as at December 31, 2014.

14. TANGIBLE CAPITAL ASSETS

Net Book Value	<u>2014</u>	<u>2013</u>
Land	\$ 38,096,795	\$ 37,957,795
Land improvements	5,907,469	4,535,606
Buildings	31,992,029	32,152,213
Engineered structures	90,102,863	89,163,815
Equipment, furniture and vehicles	8,989,229	9,482,318
Assets under construction	1,425,801	2,248,712
	<u>\$ 176,514,186</u>	<u>\$ 175,540,459</u>
Owned tangible capital assets	\$ 175,798,410	\$ 174,436,010
Leased assets	715,776	1,104,449
	<u>\$ 176,514,186</u>	<u>\$ 175,540,459</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

14. TANGIBLE CAPITAL ASSETS (CONTINUED)

In 2014, parkland dedications valued at \$139,000 were accepted and recorded as contributed assets. During 2013 no parkland dedications were accepted or recorded as contributed assets.

The Consolidated Schedule of Tangible Capital Assets (Pg. 23) provides details of acquisitions, disposals and amortization for the year.

15. ACCUMULATED SURPLUS

The financial operations of the Regional District are divided into three funds; capital fund, general revenue fund and reserve fund. For accounting purposes each fund is treated as a separate entity.

General Revenue Fund – represents the accumulated operating surplus of the Regional District which has not otherwise been allocated by the Board as reserves for special purposes.

Capital Fund – represents amounts which have been expended by or returned to the General Revenue Fund or a Reserve Fund for the acquisition of tangible capital assets and includes related debt and refunds of debenture debt sinking fund surpluses.

Reserves - represents that portion of the accumulated operating surplus that has been set aside to fund future expenditures. It includes both statutory reserves created by bylaw under the authority of the *Local Government Act* and reserve accounts, which may be used by the Board without legislative restrictions.

The Accumulated Surplus consists of individual fund surpluses (deficits) and reserves as follows:

	<u>2014</u>	<u>2013</u>
Surplus		
General Revenue Fund Net Operating Surplus (Note 16)	\$ 11,415,855	\$ 10,056,262
Net investment in Tangible capital assets (Note 17)	160,202,493	158,829,145
Capital Fund advances	(430,123)	(995,924)
Unfunded liabilities	<u>(11,998,266)</u>	<u>(9,545,108)</u>
	<u>159,189,959</u>	<u>158,344,375</u>
General Revenue Fund Reserve Accounts		
Landfill expansion	272,755	267,338
Landfill closure	1,447,724	1,418,974
Property insurance deductible-fire departments	30,879	34,871
Liability insurance deductible	146,952	144,033
Regional Sustainability Initiatives	90,989	89,182
VIHA Homelessness Grant	-	188,000
Island Corridor Foundation	404,500	404,500
Regional parks and trails donations	17,459	11,704
Vehicle fleet replacement (various departments)	<u>553,677</u>	<u>523,378</u>
	<u>2,964,935</u>	<u>3,081,980</u>
Statutory Reserve Funds (Pg. 29)	\$ 45,341,349	\$ 39,329,742
Total Reserves	<u>\$ 48,306,284</u>	<u>\$ 42,411,722</u>
Accumulated Surplus (Pg. 3)	<u>\$ 207,496,243</u>	<u>\$ 200,756,097</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

16. CONSOLIDATION ADJUSTMENTS

The figures reported in the consolidated financial statements differ from the supporting schedules due to differences in grouping and presentation as well as the elimination of inter-fund and inter-departmental transactions. The Net Operating Surplus in the General Revenue Fund Schedule of Revenue and Expenditures has been adjusted as follows to conform to PSAB requirements:

	<u>2014</u>	<u>2013</u>
Net Operating Surplus (Pg. 32)	\$ 11,280,931	\$ 9,916,380
Add: Water User Fee Revenue year end accrual (billed May 2015)	134,924	139,882
Net Operating Surplus adjusted for statement presentation (Note 15)	<u>\$ 11,415,855</u>	<u>\$ 10,056,262</u>

17. NET INVESTMENT IN TANGIBLE CAPITAL ASSETS

Net investment in Tangible capital assets represents the historic cost of capital expenditures less debt obligations incurred to purchase and develop the infrastructure.

	<u>2014</u>	<u>2013</u>
Tangible capital assets (Pg. 3)	\$ 176,514,186	\$ 175,540,459
Short term loans (Pg. 3)	-	(2,895,000)
Obligation under capital lease (Pg. 3)	(682,677)	(900,726)
Long-term debt - Regional District only (Note 11)	(15,629,016)	(12,915,588)
Net investment in Tangible capital assets (Note 15)	<u>\$ 160,202,493</u>	<u>\$ 158,829,145</u>

18. BUDGET FIGURES

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 25, 2014. The financial plan includes capital expenditures but does not include amortization expense. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The following reconciliation of the budgeted "Surplus for the year" shown on Pg. 4 is provided to show which items must be added or removed to reflect to the budgeted financial plan values which are shown compared to actual expenditures on Pg.32 (General Revenue Fund Schedule of Revenue and Expenditures).

	<u>2014 Budget</u>
Budgeted Surplus for the year (Pg. 4)	\$ 15,737,525
Add:	
Transfers from reserves	9,990,997
Proceeds of borrowing	1,482,800
Prior year operating surplus	9,916,390
Less:	
Capital expenditures	(24,954,456)
Debt principal repayments/actuarial adjustments	
Budgeted principal payments	4,062,581
Add: Actuarial Adjustments	423,195
Less: Principal payments for member municipalities	<u>(2,474,071)</u>
Capital lease principal payments included in equipment operating expenditure	(242,475)
Transfer to reserves	<u>(5,085,277)</u>
Consolidated Budgeted Surplus, per Regional District of Nanaimo Financial Plan Bylaw No.1698 (Pg. 32)	<u>\$ 4,833,799</u>

19. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS

The Regional District secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2014 the Regional District had debt reserve funds of \$399,479 (2013, \$349,855).

20. NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency call answering service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni Clayoquot	3 shares
Comox Valley	6 shares
Strathcona	4 shares
Mount Waddington	1 share
Nanaimo	5 shares
Powell River	2 shares

The Regional District's investment in shares of the North Island 911 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS3060.06). The Regional District's share of the corporation is equal to 23.8% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

21. PENSION LIABILITY

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 182,000 active members and approximately 75,000 retired members. Active members include approximately 320 contributors from the Regional District of Nanaimo.

The most recent actuarial valuation as at December 31, 2012 indicated an unfunded liability of \$1.370 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Regional District of Nanaimo paid \$1,783,224 (2013, \$1,635,703) for employer contributions to the Plan in fiscal 2014.

22. CONTINGENT LIABILITIES

Contingent liabilities are recognized by the Regional District in accordance with PS3300.15. As at December 31, 2014 there were outstanding claims against the Regional District, however, no liability has been accrued because amounts are undeterminable and the likelihood of the Regional District having to make payment is uncertain.

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2014

23. ENVIRONMENTAL REGULATIONS

The Regional District is subject to environmental regulations which apply to a number of its operations. These regulations may require future expenditures to meet applicable standards and subject the Regional District to possible penalties for violations. Amounts required to meet these obligations will be charged to operations when incurred and/or when they can be reasonably estimated.

24. EXPENDITURES BY OBJECT

	<u>Budget</u>	<u>2014</u>	<u>2013</u>
Operating goods and services	\$ 33,398,355	\$ 29,426,565	\$ 27,802,363
Wages and benefits	28,231,410	27,148,660	26,441,064
Debt interest	1,211,746	1,211,746	1,186,973
Amortization expense	-	6,752,591	6,459,787
Unfunded expenditures (Note 9)	-	2,453,159	(390,763)
Total Expenditures by Object	<u>\$ 62,841,511</u>	<u>\$ 66,992,721</u>	<u>\$ 61,499,424</u>

25. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform to the presentation adopted in the current year.

ATTACHMENT 2

**REGIONAL DISTRICT OF NANAIMO
REPORT OF DIRECTORS REMUNERATION & EXPENSES FOR 2014**

Area 2014 Board	Name	Remuneration							Expenses		Total 2014	Total 2013
		Taxable Payroll	Exempt Allowance	Total 2014	Total 2013	2014	2013	Total 2014	Total 2013			
G (Chairperson)	Stanhope, J.	\$ 26,855.31	\$ 13,427.66	\$ 40,282.97	\$ 41,127.86	\$ 13,447.57	\$ 12,842.43	\$ 53,730.54	\$ 53,970.29			
	McPherson, A.	\$ 17,511.14	\$ 8,755.57	\$ 26,266.71	\$ 23,708.65	\$ 10,809.03	\$ 8,883.72	\$ 37,075.74	\$ 32,592.37			
	Houle, H.	\$ 16,250.64	\$ 8,125.32	\$ 24,375.96	\$ 23,605.90	\$ 9,772.90	\$ 6,892.05	\$ 34,148.86	\$ 30,497.95			
	Young, M.	\$ 15,520.64	\$ 7,760.32	\$ 23,280.96	\$ 23,037.90	\$ 5,527.10	\$ 4,420.72	\$ 28,808.06	\$ 27,458.62			
	Holme, G.	\$ 13,580.49	\$ 6,790.24	\$ 20,370.73	\$ 21,999.90	\$ 2,119.20	\$ 2,536.73	\$ 22,489.93	\$ 24,536.63			
	Rogers, B.	\$ 472.82	\$ 236.41	\$ 709.23	\$ -	\$ 172.80	\$ -	\$ 882.03	\$ -			
	Fell, J.	\$ 13,650.47	\$ 6,825.23	\$ 20,475.70	\$ 19,816.85	\$ 7,056.29	\$ 9,727.72	\$ 27,531.99	\$ 29,544.57			
	Veenhof, B.	\$ 13,759.57	\$ 6,879.79	\$ 20,639.36	\$ 22,379.03	\$ 4,478.18	\$ 11,942.05	\$ 25,117.54	\$ 34,321.08			
	de Jong, J.	\$ 8,532.66	\$ 4,266.33	\$ 12,798.99	\$ 80.00	\$ 692.76	\$ 16.31	\$ 13,491.75	\$ 96.31			
	Haime, C.	\$ 303.97	\$ 151.99	\$ 455.96	\$ -	\$ 36.00	\$ -	\$ 491.96	\$ -			
	Dempsey, B.	\$ 46.67	\$ 23.33	\$ 70.00	\$ 12,769.91	\$ -	\$ 143.44	\$ 70.00	\$ 12,913.35			
	Brennan, D.	\$ 8,485.99	\$ 4,243.00	\$ 12,728.99	\$ 12,939.90	\$ 336.28	\$ 494.56	\$ 13,065.27	\$ 13,434.46			
	Nanaimo	\$ 7,925.99	\$ 3,963.00	\$ 11,888.99	\$ 12,629.91	\$ 309.19	\$ 347.97	\$ 12,198.18	\$ 12,977.88			
	Nanaimo	\$ 8,416.63	\$ 4,208.32	\$ 12,624.95	\$ 11,859.91	\$ 328.10	\$ 302.11	\$ 12,953.05	\$ 12,162.02			
	Nanaimo	\$ 8,125.99	\$ 4,063.00	\$ 12,188.99	\$ 12,469.91	\$ 397.63	\$ 529.14	\$ 12,586.62	\$ 12,999.05			
	Nanaimo	\$ 8,209.97	\$ 4,104.98	\$ 12,314.95	\$ 12,499.91	\$ 282.85	\$ 425.12	\$ 12,597.80	\$ 12,925.03			
Nanaimo	\$ 7,599.33	\$ 3,799.66	\$ 11,398.99	\$ 11,369.91	\$ 173.40	\$ 158.71	\$ 11,572.39	\$ 11,528.62				
Nanaimo	\$ 7,879.33	\$ 3,939.66	\$ 11,818.99	\$ 11,749.91	\$ 2,355.56	\$ 612.63	\$ 14,174.55	\$ 12,362.54				
Nanaimo	\$ 303.97	\$ 151.99	\$ 455.96	\$ -	\$ 28.80	\$ -	\$ 484.76	\$ -				
Nanaimo	\$ 303.97	\$ 151.99	\$ 455.96	\$ -	\$ 54.00	\$ -	\$ 509.96	\$ -				
Nanaimo	\$ 303.97	\$ 151.99	\$ 455.96	\$ -	\$ 10.29	\$ -	\$ 466.25	\$ -				
Nanaimo	\$ 303.97	\$ 151.99	\$ 455.96	\$ -	\$ 43.20	\$ -	\$ 499.16	\$ -				
Nanaimo	\$ 8,836.63	\$ 4,418.32	\$ 13,254.95	\$ 13,049.91	\$ 1,135.38	\$ 1,628.88	\$ 14,390.33	\$ 14,678.79				
Parksville	\$ 8,392.66	\$ 4,196.33	\$ 12,588.99	\$ 12,909.90	\$ 1,453.99	\$ 1,944.07	\$ 14,042.98	\$ 14,853.97				
Qualicum Beach	\$ 201,572.78	\$ 100,786.42	\$ 302,359.20	\$ 300,005.17	\$ 61,020.50	\$ 63,848.36	\$ 363,379.70	\$ 363,853.53				
Board Alternates	Grand, P.	\$ -	\$ -	\$ -	\$ 190.00	\$ 338.12	\$ 33.38	\$ 338.12	\$ 223.38			
	Pinker, C.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 80.00	\$ 22.62	\$ 11.10	\$ 102.62	\$ 91.10			
	Van Eynde, F.	\$ 640.00	\$ 320.00	\$ 960.00	\$ 850.00	\$ 238.64	\$ 222.94	\$ 1,198.64	\$ 1,072.94			
	Salter, L.	\$ 213.33	\$ 106.67	\$ 320.00	\$ 350.00	\$ 94.85	\$ 122.86	\$ 414.85	\$ 472.86			
	Wahlgren, R.	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ 66.63	\$ -	\$ 146.63			
	Christensen, P.	\$ 53.33	\$ 26.67	\$ 80.00	\$ -	\$ 25.71	\$ -	\$ 105.71	\$ -			
	Mostad, A.	\$ 106.67	\$ 53.33	\$ 160.00	\$ -	\$ 5.14	\$ -	\$ 165.14	\$ -			
	Pattje, J. F.	\$ 373.33	\$ 186.67	\$ 560.00	\$ 240.00	\$ 49.38	\$ 32.77	\$ 609.38	\$ 272.77			
	McKay, B.	\$ 730.64	\$ 365.32	\$ 1,095.96	\$ 800.00	\$ 91.77	\$ 99.96	\$ 1,187.73	\$ 899.96			
	Burger, C.	\$ 213.33	\$ 106.67	\$ 320.00	\$ 160.00	\$ 84.87	\$ 56.57	\$ 404.87	\$ 216.57			
Westbroek, T.	\$ 303.97	\$ 151.99	\$ 455.96	\$ -	\$ 154.29	\$ -	\$ 610.25	\$ -				
Qualicum Beach	\$ 53.33	\$ 26.67	\$ 80.00	\$ 80.00	\$ 365.93	\$ 40.38	\$ 445.93	\$ 120.38				
Qualicum Beach	\$ 2,741.26	\$ 1,370.66	\$ 4,111.92	\$ 2,830.00	\$ 1,471.32	\$ 686.59	\$ 5,583.24	\$ 3,516.59				
TOTAL	\$ 204,314.04	\$ 102,157.08	\$ 306,471.12	\$ 302,835.17	\$ 62,491.82	\$ 64,534.95	\$ 368,962.94	\$ 367,370.12				



RDN REPORT		###
CAO APPROVAL		
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COW	✓	
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BOARD		

STAFF REPORT

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: May 23, 2015

FROM: Wendy Idema
Director of Finance

MEETING: June 9, 2015 COW

FILE:

SUBJECT: RDN Support Structure for Fire Service Areas

RECOMMENDATION

1. That staff be directed to engage a consultant with Playbook and rural fire service experience to work directly with fire departments to review the Regional District of Nanaimo’s support structure for fire services; to develop a process to ensure compliance with the Structure Firefighters Competency and Training Playbook and to provide recommendations to the RDN Board to meet its statutory requirements for the effective delivery of fire services in the Regional District.
2. That staff be directed to fund the work of the fire services consultant from the Electoral Areas Feasibility Reserve and from the Provincial Basic Grant up to \$52,000 in 2015 with additional funding to be provided through the 2016 -2020 Financial Plan process.

PURPOSE

To provide information regarding the Office of the Fire Commissioner’s Structure Firefighters Competency and Training Playbook and the possible impacts on the Regional District’s fire service agreements, bylaws and risk management/liability protection.

BACKGROUND

In September, 2014, the Office of the Fire Commissioner (OFC) released the Structure Firefighters Competency and Training Playbook (Playbook). This document was just updated in May 2015 (Attachment 1) and is meant to establish minimum training standards for fire services personnel as required of the OFC under the *Fire Service Act*. The Playbook sets out a competency-based ladder that provides for training and operational requirements that must be attained in order for a fire department to provide a set service level (Exterior, Interior or Full Service Operations are the basic standards) in their community.

The Playbook assigns responsibility for determining which service level will be set to the Authority Having Jurisdiction (AHJ), which is defined as any local government or other entity or organization that provides or oversees the provision of fire services in British Columbia. Regardless of which service level is set, the Playbook also notes the requirement of the AHJ and fire department to ensure compliance

with the *Workers Compensation Act* including section 31.4 of the *Occupational Health and Safety Regulation*, which provides as follows:

“31.4 Instruction and direction

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.”

The Playbook also identifies a transition period (Section 8) which establishes June 30, 2016 as the date that each AHJ must have adopted a Service Level for each fire service for which it is responsible, and must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide.

The RDN has 10 fire service areas with different service agreements as follows:

Service Area	Electoral Area	Contract with	Establishing Bylaw
Cassidy-Waterloo	A & C	Cranberry Fire Protection District	1388
Extension	C	Extension & District Volunteer Fire Department Society	1439
Wellington	C	City of Nanaimo	992
Nanoose Bay	E & G	Nanoose Fire Protection Society	991
Errington	F	Errington & District Volunteer Fire Department	821
Coombs-Hilliers	F	Coombs-Hillers Volunteer Fire Department	1022
Parksville Local (San Pareil)	G	City of Parksville	1001
French Creek	G	City of Parksville & Town of Qualicum Beach	794
Dashwood/Meadowood	F, G & H	Dashwood Volunteer Fire Department	964
Bow Horn Bay	H	Bow Horn Bay Volunteer Fire Department	1385

As well there are five independent improvement districts providing fire services to various areas within the RDN boundaries: Gabriola Fire Protection Improvement District, North Cedar Improvement District, Cranberry Fire Protection District, Mountain Fire Protection District, and Deep Bay Improvement District. As an Improvement District is considered a form of local government they will also have responsibilities for setting service standards as the AHJ for their fire services.

All of the ten departments noted above rely extensively on volunteers for their departments and insurance coverage is provided under the Regional District’s Municipal Insurance Association (MIA) liability coverage for their volunteers. Because these departments are largely staffed by volunteers, there is often pressure in terms of retention of volunteers and in maintaining fully trained firefighters because of the time/training commitments required of volunteers. It can take up to two years and a significant cost to achieve the NFPA 1001 Firefighter 1 standard required by the Playbook for Interior Operations service level. Additionally, volunteers sometimes move on to paid fire service positions in other areas once they are trained. This creates problems in maintaining a fully trained staffing level for

the departments. The fire departments have established and are utilizing mutual and automatic aid agreements between themselves in order to meet the demand for fully trained responders in various situations, particularly during weekday daytime hours when the firefighters are at their regular jobs.

At the May 14, 2015 meeting of the RDN's Fire Service Advisory Committee (FSAC), there was discussion amongst the participants (fire department representatives, electoral area directors and staff) about the impacts of the Playbook on fire departments, their ability to meet the required training and recordkeeping standards, and the potential impacts on RDN fire service bylaws and agreements. There was also discussion about whether the RDN or the fire department is the AHJ given that the agreements with the various fire departments delegate authority for providing the direct fire department services.

Staff have consulted with legal counsel to determine what responsibility the RDN has for the Playbook requirements and if we are in fact the AHJ. Legal counsel has advised that as the taxing authority that provides the service establishment and regulatory bylaws that oversee the fire service areas, and as the liability insurer for the volunteers, the RDN is responsible to ensure compliance with the Playbook and to work with the various fire departments to establish the service levels that each department will provide and train for.

There was discussion as well at the FSAC meeting about how the RDN can better support the fire departments in meeting the requirements of the Playbook, setting service levels, updating operational guidelines and complying with *Workers Compensation Act* requirements. There is no designated staff person at the RDN with complete responsibility for fire services or with experience in the provision of fire services; the work is generally overseen by the Director of Finance with assistance from other departments as needed. As well, in general the fire departments have responsibility under the agreements for overseeing their own operations.

Feedback from several of the fire departments (and from some Improvement District fire departments) has made it clear that they are finding it more and more difficult to deliver service given the increasing regulatory and reporting requirements within a volunteer driven system. It was generally supported by all in attendance that the RDN should obtain a consultant to meet with fire departments to determine how the RDN can provide a better support structure and to ensure implementation of the Playbook standards in the required timelines.

ALTERNATIVES

1. Direct staff to engage a consultant with Playbook and rural fire service experience to work directly with fire departments to review the Regional District of Nanaimo's support structure for fire services, develop a process to ensure compliance with the Structure Firefighters Competency and Training Playbook, and provide recommendations to the RDN Board to meet its statutory requirements for the effective delivery of fire services in the Regional District.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Alternative 1

The estimated cost to engage a consultant for this purpose is \$40,000 to \$50,000 and there is no current provision in the 2015 budget for this work. However, there is approximately \$7,000 available in the general electoral areas feasibility reserve which could be utilized this year in conjunction with a possible allocation from the basic grant funding from the Province which we were recently advised will be \$114,000 for 2015/16. This basic grant funding (previously called Strategic Community Investment Fund) has only \$23,000 of it committed at this time to support the electoral areas budget through the 2015-2019 Financial Plan, and this funding has been used for a variety of initiatives in the past to support the electoral areas and legislative services budgets. Staff would recommend the use of up to \$45,000 from this grant funding in 2015 towards this project to provide a total of \$52,000 available. This will leave \$46,000 available from this grant for other 2015 initiatives that may arise.

For 2016, pending feedback from the fire departments and initial information provided by a consultant review, staff would recommend an addition to the various fire service area budgets in order to raise funds to repay the electoral area feasibility reserve amounts used in 2015 and to continue the work of the project. Based on 2015 assessments, a \$1.00 per \$100,000 requisition increase to the various fire service areas would raise \$54,000. The actual amount required for 2016 would have to be determined as part of the budgeting process. Current tax rates for fire services vary between \$31.00 and \$110.00 per \$100,000 of assessed value.

Alternative 2

The financial implications of alternative 2 are unknown at this time and would depend on what alternate direction was provided.

STRATEGIC PLAN IMPLICATIONS

Engaging the fire departments directly in discussions regarding how the RDN can assist them, and development of recommendations on how to implement the Structure Firefighters Competency and Training Playbook is supported by the Strategic Plan under the Regional Federation Goals and Actions:

- Enhance the reputation of the RDN as a valuable and effective level of government for delivering services, exploring regional issues, and creating opportunities for dialogue with residents by:
 - Supporting volunteer opportunities for residents, and
 - Engaging residents and other stakeholders about RDN decision-making and progressing toward regional goals and objectives.
- Enhance the Board's ability to have open, balanced and informed discussion on issues prior to making decisions by:
 - Using committees to help understand and resolve contentious issues, and
 - Providing opportunities to discuss complex issues and explore the full range of opportunities for solutions that may exist.

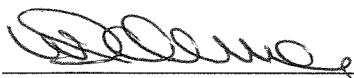
SUMMARY/CONCLUSIONS

In May, 2015 the Office of the Fire Commissioner (OFC) released the updated Structure Firefighters Competency and Training Playbook (Playbook). This document establishes minimum training standards for fire services personnel as required of the OFC under the *Fire Service Act*. The Playbook assigns responsibility for determining which service level will be set to the Authority Having Jurisdiction (AHJ), which is defined as any local government or other entity or organization that provides or oversees the provision of fire services in British Columbia. The Playbook also notes the requirement of the AHJ and fire department to ensure compliance with the *Workers Compensation Act*. Consultation with legal counsel has also confirmed the RDN's responsibility as the AHJ for determining the service level standards to be set in conjunction with the fire departments and for supporting the training and reporting requirements related to the Playbook and Workers Compensation regulations.

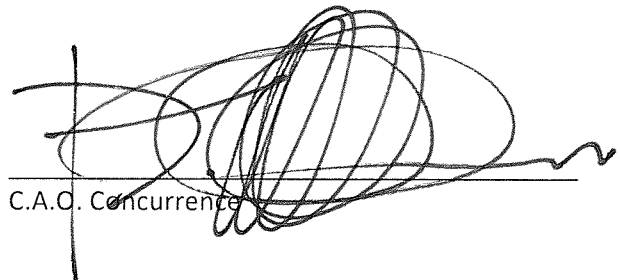
At the May 14, 2015 meeting of the RDN's Fire Service Advisory Committee (FSAC), there was discussion amongst the participants (fire department representatives, electoral area directors and staff) about the impacts of the Playbook on fire departments, their ability to meet the required training and recordkeeping standards and the potential impacts on RDN fire service bylaws and agreements. Feedback from several of the fire departments has made it clear that they are finding it more and more difficult to deliver service given the increasing regulatory and reporting requirements within a volunteer driven system. It was generally supported by all in attendance that the RDN should obtain a consultant to meet with fire departments to determine how the RDN can provide a better support structure and to ensure implementation of the Playbook standards in the required timelines.

As noted in the financial implications section above, interim financing for 2015 supporting the engagement of a consultant is available from the Electoral Areas Feasibility Reserve and from the Provincial Basic Grant. Future funding for this work would be reviewed during the 2016 – 2020 financial planning process.

Staff are recommending engagement of a consultant with Playbook and rural services experience to work with fire departments to provide recommendations on how the RDN can support fire services and to assist with ensuring compliance with the Playbook and Worksafe regulations.



Report Writer

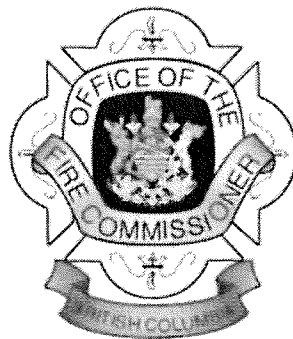


C.A.O. Concurrence

British Columbia Fire Service Minimum Training Standards

*Structure Firefighters
Competency and Training*

PLAYBOOK



**Second Edition
Amended: May 2015**

Pursuant to paragraph 3(3)(b) of the *Fire Services Act* of B.C.

Acknowledgements

The Office of the Fire Commissioner wishes to acknowledge the contributions of the following organizations in the compilation, consultation, evaluation and drafting of the B.C. Fire Service Minimum Training Standards:

Fire Chiefs Association of British Columbia

British Columbia Fire Training Officers Association

It was through the efforts of these organizations as well as staff and other individuals within the fire service that this Playbook was created. In moving forward, the Playbook is intended to be a living document that will be periodically reassessed with a view to enhancing or clarifying aspects identified by the fire service.

Table of Amendments

Description	Effective Date
Original document issued	September 2014
Amended	May 2015

Overview

1. Purpose:

Under paragraph 3(3)(b) of the *Fire Services Act* (B.C.), the Fire Commissioner is required to establish the minimum standards of training required for fire services personnel in British Columbia. This Playbook sets out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The Authority Having Jurisdiction will set the **Service Level** (refer to pages 10, 17 and 18) to be provided by its fire department, which in turn determines the minimum training Competencies that must be met by that department. The Playbook establishes the minimum training Competencies required and the standards from which they are drawn.

2. Scope:

This **Playbook** is applicable to all fire services personnel in British Columbia, as defined in the *Fire Services Act*. It covers all fire departments and fire services, including municipal and regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act* (B.C.). This **Playbook** does not apply to provincial Wildfire Management Branch resources.

For the purpose of this document, the term “Authority Having Jurisdiction” or “AHJ” describes the relevant local or regional government, or the entity (or persons) legally responsible for the organization and operation of the particular fire service.

This **Playbook** is intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. The training requirements are expressly tied to the **Service Level** provided by a fire department, as formally determined by the Authority Having Jurisdiction. This document and program establishes the minimum Competencies necessary to perform the role of a firefighter, instructor/Evaluator and Team Leader at each designated **Service Level**, as well as for the delivery of in-house training in such Competencies.

The **Playbook** addresses the principal functional or operational roles for each **Service Level** but does not encompass all roles or functions of the fire service. The **Playbook** is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

This document and program does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Team. The training for such roles and functions must meet the requirements of the *Workers Compensation Act* (B.C.) and any other applicable statutory or regulatory requirements. These additional training requirements need to be considered by the AHJ when determining the **Service Level** to be provided by its fire service.

3. Principles:

It is the responsibility of each AHJ to select and declare its firefighting **Service Level**, which in turn determines the training Competencies that must be met by the fire service for which it is responsible. The **Playbook** standard outlines the minimum competencies which are drawn from the NFPA standards. The declared **Service Level** must be established as formal policy for the Department (whether by bylaw, policy or in contract) and needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision as to the appropriate **Service Level** for its fire service should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;
- the realities of the community in terms of demographics, risks, travel distances, fire hall locations, equipment and staffing models; and
- the ability of the AHJ to financially support its fire department to enable it to meet all applicable training, safety and operational requirements for the chosen **Service Level**.

This **Playbook** establishes three **Service Level** options from which an AHJ may choose. Once a **Service Level** is established, each AHJ must ensure that its fire service meets the appropriate competency requirements as identified in the Competency ladder, as well as for the functions and roles not expressly covered by this **Playbook**. Ensuring compliance with minimum standard established in this **Playbook** is the responsibility of the AHJ.

As a competency-based program, formal certification (whether Accredited Certification or other third-party Certification), while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all applicable Competencies, including theoretical classroom and hands-on practical skills, which are required by the chosen **Service Level**.

Assessments and evaluations of Competencies can be carried out internally by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** (and other applicable NFPA Standards) and that detailed records of firefighter training and evaluation are maintained.

4. Competencies

The **Playbook** establishes and describes the minimum Competencies required of firefighter roles in the following three categories:

- Exterior Operations Level Firefighter;
- Interior Operations Level Firefighter; and
- Full-Service Operations Level Firefighter.

In addition, the **Playbook** establishes three new supervisory responsibilities with related training Competencies or responsibilities. These are:

- Exterior Operations Level Team Leader;
- Exterior Operations Level Risk Management Officer; and
- Interior Operations Level Team Leader

The fire service has a number of well-established officer ranks within its structure. However, use of departmental officer rank identification is not included within this **Playbook** as such ranks do not necessarily signify an operational role on the fire ground. The supervisory roles and responsibilities identified above do not require new “positions” in the department; they simply reflect specific skills and training required to lead a functional crew or to ensure a department is meeting its administrative requirements. Each department must determine the number of these trained individuals required based on the **Service Level** it provides and its operational requirements. A department may choose, through its operational guidelines or policies, to associate the functional skills and training requirements for these supervisory positions to specific fire officer and incident command roles.

5. New Terminology:

Team Leader:

In this **Playbook**, the term **Team Leader** is applied to identify the individual, whether a firefighter or officer, responsible for a specific crew function at an emergency incident.

*Background: On the fire ground most departments operate in a manner whereby not all activities are supervised by an officer; commonly there are simply not enough officers for all the functions being performed. Usually a functional role being performed, such as ventilation, results in the identification and assignment of a **Team Leader**. This individual may commonly be referred to as the Ventilation **Team Leader**, or some other functional description. Frequently a senior or more qualified firefighter will lead the team, even if they are not of officer rank. This reality is identified and accounted for in this **Playbook**. This terminology also recognizes the reality of elected officers in some department structures who may not have advanced operational qualifications or skills necessary for providing supervision at an emergency scene.*

Team Leaders require additional Competencies to qualify them to provide appropriate supervision of the team for which they are responsible. This is a worker safety requirement under the *Workers Compensation Act* (B.C.) and related regulations, as well as being operationally sound. This **Playbook** therefore identifies the minimum training Competencies required for those individuals who will be assuming **Team Leader** roles within Exterior and Interior Operations **Service Level** departments. Nothing in this **Playbook** restricts Full Service Operations Level departments from appointing fully qualified firefighters to act as Team Leaders at an incident.

Risk Management Officer:

The **Risk Management Officer** is an administrative role that must be formally addressed by all “Exterior Operations **Service Level**” departments. The individual who fulfils this role is responsible for ensuring that the department has in place Operational Guidelines, training programs and other administrative processes that ensure safe and effective operations at all incidents. In this **Playbook**, the term **Risk Management Officer** is applied to identify the individual, usually a senior officer, responsible for overseeing the development and implementation of administrative processes which are necessary to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle.

*Background: Although the responsibilities that attach to the role of “Risk Management Officer” need to be met by all fire departments, this role is being mandated specifically for Exterior Operations **Service Level** departments, which typically will be the smaller departments in the Province. The intent is to ensure that these departments are formally addressing their obligations with regards to developing the administrative processes and guidelines that are necessary to implement the requirements of this **Playbook** as well as to ensure that a department meets its other statutory or regulatory obligations.*

This role and the attendant responsibilities of the **Risk Management Officer** are administrative. It bears no relationship to the operational roles of either the Incident Commander (IC) or Safety Officer (ISO) at an emergency incident (although it may be possible that an individual who fulfils the Risk Management Officer role in a department may also be qualified to act as an IC or ISO at an incident).

The **Risk Management Officer** may be the Fire Chief, or another member of the department, depending on the composition and structure of the department. This individual needs to have sufficient experience and/or appropriate training to ensure that he or she understands the administrative structures and processes that must be in place to guide a department’s training, safety programs and operations.

6. Instruction, Evaluation and Records Keeping:

The Competencies required to act as an in-house instructor and evaluator of the training required by this **Playbook** are detailed within the document. There are clear expectations identified regarding the provision of training and the creation and management of training records. Training and evaluation can occur using either a third party training organization, or “in-house” by a department using its own instructors and evaluators. The decision on the most appropriate method for each department rests with the AHJ.

It is the responsibility of all fire departments/AHJs to be able to accurately identify record, edit and report out on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with the requirements of the *Workers Compensation Act* (B.C.) and related regulations, and any other regulatory requirements.

7. Maintenance Training:

This **Playbook** identifies the minimum training Competencies required of all firefighters at each **Service Level**. The maintenance training for such Competencies is the responsibility of the Authority Having Jurisdiction and it is expected that this will be accomplished through ongoing skills maintenance training and education. This ongoing training must be duly recorded for each firefighter and officer as contemplated by section 6 above.

8. Transition:

This **Playbook** replaced the previous Minister's Order on training. It establishes a number of new, formal requirements for AHJs and fire departments, which will involve some consideration and take time to implement. It is the responsibility of each AHJ immediately to take steps to establish a **Service Level** policy for each fire service for which it is responsible, and to ensure implementation of the related training requirements. However, given the nature of the changes involved, a transitional period will exist until [30 June 2016]. By that date:

- each AHJ must formally have adopted a **Service Level** for each fire service for which it is responsible; and
- each fire service must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide.

In the interim, every AHJ and fire department must understand that the Competency requirements set out in the **Playbook** are a codified expression of the generally accepted training standards for fire department operations, although they now are expressly linked to different **Service Levels**. These standards were formerly required to be met under the previous Minister's Order on training.

Under British Columbia law, all employers are legally required to ensure that their employees are properly trained for their jobs and properly supervised while performing them. Where a formal **Service Level** and related training program has not yet been implemented, AHJs and fire departments must still meet this legal obligation and manage (or limit) their operations accordingly. Where a fire department undertakes operations for which its personnel are not adequately or appropriately trained or supervised, both the department and its AHJ face potential legal liability.

9. Authority to Amend:

The Fire Commissioner is empowered to make minor amendments in the form of corrections or clarifications to the content of the **Playbook** without approval of the Minister, providing there is no substantive change to the minimum standards outlined. Any other amendments are subject to the approval of the Minister pursuant to section 3 of the *Fire Services Act*. Amendments shall be posted to the Office of the Fire Commissioner (OFC) website.

Impact of amendments (Playbook or NFPA)

Where amendments to the **Playbook** are put into effect;

- A person that has met the specific competency requirements to perform roles or supervisory responsibilities is considered to have met those requirements and is not obliged to complete new requirements resulting from amendments in order to be able to continue in their role or supervisory responsibility. (**Exception:** where the **Playbook** specifically states that requirements shall be completed in addition to previous training)
- The **Playbook** references NFPA standards in effect at the time of the **Playbook's** most recent issue/revision. In the event of a change to Job Performance Requirement section numbers in the relevant NFPA standards, the original number and wording of those sections as referenced in the **Playbook** remain in effect until the **Playbook** itself is updated.

Definitions and Concepts

For the purpose of this **Playbook**, the following definitions and concepts apply:

Accredited Certification – in connection with fire service training, “Accredited Certification” refers to the situation where a firefighter:

- has been trained or qualified to meet or exceed a specific operational standard or job performance requirement; and
- has been successfully evaluated by or through an Accredited Entity .

Accredited Entity – refers to an institution or entity (an “Accredited Entity”) which is recognized by an external agency (an “External Agency”) such as ProBoard, IFSAC or such other organization as may be recognized by the OFC. An Accredited Entity has had its training evaluation processes reviewed and accredited by the External Agency, and is able, directly or through agents, to provide certified evaluations of training in relation to various NFPA Standards.

Authority Having Jurisdiction (AHJ) – for the purpose of this document the AHJ is any local government or other entity or organization that provides or oversees the provision of fire services in British Columbia.

BCERMS – means the British Columbia Emergency Response Management System, an incident command system established pursuant to the *Emergency Program Act* (B.C.).

Certification– in connection with fire service training, certification refers to the situation where a firefighter has been trained or qualified to meet or exceed a specific operational standard or job performance requirement AND has been certified by an external third party organization.

Competency– references to a “Competency” or “Competencies” in this **Playbook** refers to the knowledge and skill components of the job performance requirements for the role or function

involved, as referenced in the relevant NFPA Standard (unless otherwise expressly noted). Competency is achieved when a firefighter is trained or qualified and evaluated to meet the operational requirements of a given NFPA Standard (or portion thereof). Accredited Certification or other Certification of the training involved is not expressly required. Qualification for a particular **Service Level** will be recognized if the training and evaluation records of a firefighter clearly demonstrate that, for a given role or function, he or she has met all relevant Competencies.

Exterior Operations – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment, as described at page 17 below.

Full Service Operations – is the **Service Level** that includes activities that are undertaken by firefighters and officers trained in the full spectrum of Competencies outlined in the NFPA 1001 *Firefighter 2, Standard for Fire Fighter Professional Qualifications* as well as the relevant competencies of NFPA 1021 *Standard for Fire Officer Professional Qualifications* for officers, as described at page 18 below.

IDLH (Immediately dangerous to life and health) - refers to incident conditions that present an immediate threat to a person's safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air), and includes any oxygen-deficient atmosphere or any untested confined space.

Incident Commander – is a designated and specifically trained individual responsible for safety, strategies and tactics during any fire service operation.

Incident Safety Officer or ISO – is a member of the command staff at an incident who is a trained firefighter with fire ground experience and appropriate training, responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.

Interior Operations – is the **Service Level** that authorizes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level** as described at page 17 below.

Maintenance Training – ongoing training provided to firefighters and officers to ensure previously acquired skills, abilities and knowledge are retained at a level sufficient to meet the associated Competencies.

NFPA Standards – Various National Fire Protection Association standards, including the *Standard for Fire Fighter Professional Qualifications*, are referred to or incorporated by reference in this **Playbook**. Individual NFPA standards are generally referred to by their number (e.g., NFPA 1001 for the *Standard for Fire Fighter Professional Qualifications*). Pursuant to the *Fire Services Act* (BC) and this **Playbook**, NFPA standards have been identified in British Columbia as the standards upon which all firefighter Competency will be based and evaluated. The most current version of the relevant NFPA standard must be used, subject only to the “Impact of Amendments” section above.

Prior Learning Assessment – means a process implemented by a department or AHJ to assess the relevant Competencies of individual firefighters or officers, based on their existing training and experience.

Rapid Intervention Team (RIT) – a dedicated crew of firefighters, at a minimum trained to conduct Interior Operations as set out in this **Playbook** and assembled within the time frames required under s. 31.23(4) of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, ready to engage in firefighter rescue operations.

Risk Management Officer – an administrative role created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of responsibility for this role include: training program design, training records management, Bylaw management, Operational Guidelines, fire department adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk, including those prescribed under the *Workers Compensation Act* (B.C.).

SCBA (Self-contained breathing apparatus) - is purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres or in IDLH situations.

Service Level – means the level of service to be provided by a fire department, as determined by the department’s AHJ. The AHJ may select a **Service Level** from among one of the following options: Exterior Operations, Interior Operations or Full Service Operations.

Team Leader – a firefighter or officer trained and/or qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based on, or necessarily applicable to, a department rank. Requirements for Team Leaders are set out in the Standards and Requirements sections of this document.

Instructor and Evaluator Competencies

Training and evaluation may be administered via third party providers, or be conducted “in-house” by qualified department personnel. The following section principally describes the requirements for “In-House” delivery of **Playbook** training related requirements, though the records keeping requirements apply regardless of how a department chooses to deliver training to its members. Where a department has decided to use a third-party training provider, it should ensure that the training provided addresses the Competencies set out in this **Playbook**.

Regardless of which **Service Level** is selected, each AHJ and department must ensure its training program meets the requirements of the *Workers Compensation Act*, including section 31.4 of the *Occupational Health and Safety Regulation*, which provides as follows:

“31.4 Instruction and direction

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.”

1. Instructor Competencies for “In-House” training delivery

For clarity, in this section and in section 2, references to the “Training Officer” means the fire department member who is responsible for overseeing the in-house delivery of training to other fire department members, and the evaluation of such training. The use of this term is not meant to prescribe an actual title to the position as assigned by a department.

Exterior Operations Level:

- The Training Officer responsible for overseeing the delivery of Exterior Operations Level training to firefighters must already have achieved the Competencies specified for the Exterior Operations **Service Level** and have successfully trained to the competencies of one of the following:
 - Fire Service Instructor 1 (NFPA 1041), or
 - Train the Trainer course (*see matrix for competencies*)
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Interior Operations Level:

- The Training Officer responsible for overseeing the delivery of Interior Operations Level training programs must hold the NFPA 1001 Competencies specified for the Interior Operations **Service Level**, and either the:
 - Training Competencies noted in relation to the Exterior Operations **Service Level**; or
 - Competencies of a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Full-Service Operations Level:

- The Training Officer responsible for overseeing the delivery of Full-Service Operations Level training programs must have met the Competencies for NFPA 1001-FF2 **and** the Competencies as a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

2. **Evaluator Competency** requirements for “In-House” training delivery

Oversight: The oversight of the evaluation processes used by a department for its in-house training program is the responsibility of the Training Officer who has oversight of the delivery of the training being provided.

Specific Evaluations: For each **Service Level**, an individual who is responsible for conducting a specific evaluation of another firefighter’s or officer’s Competency must already have achieved that Competency and been determined by the department as capable of conducting such evaluation.

3. **Training Records**

Each department is responsible for keeping accurate and current records of the training and certifications of each of its firefighters and officers. Third-party training providers and individual departments also are required by WorkSafe BC to track training and maintain individual training records for each firefighter and officer.

4. **Bridging and Prior Learning Assessment**

The **Playbook** is expressly designed to enable bridging from an existing **Service Level** to a higher **Service Level**. The Office of the Fire Commissioner may, from time to time, provide additional guidance regarding the specific Competencies required to be obtained to move from one **Service Level** to another, or from a previous level of training to one of the **Service Levels** established under the **Playbook**.

In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the AHJ and the department to put in place appropriate processes to determine whether the prior experience and training of a firefighter meet the training Competencies needed for the department’s **Service Level**.

This assessment may be performed internally by a department or be undertaken by an external third party assessor. An assessor must, as a minimum, already have the Competencies in respect of which the assessment is being performed.

The assessment may take into account the experience, prior training and any Accredited Certification or other Certification, of an individual firefighter or officer. The assessment must be formally documented, including identifying the factors upon which equivalency to the relevant Competencies was determined.

5. **Important Considerations for local decisions on Service Level and Training**

It is important to recognize that a number of the Competencies may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ may choose to identify the Competencies that do not have application in their jurisdiction. Where training is to be limited based on local circumstances, these limitations must be identified either in the **Service Level** Policy Statement or operational policies which implement it, and must be reflected in the training program description and evaluation processes.

In addition, this **Playbook** is not an “all encompassing” program: additional training and Competency in specific skill areas are required for a department to operate at an emergency incident. These additional Competencies include matters such as driver training, pump operations, rapid intervention team, incident safety officer and others. These aspects of fire service function are beyond the scope of this **Playbook**, but are critical areas that must be addressed to enable a department to deliver services under any of the chosen **Service Levels**.

BC Firefighter Competency Matrix

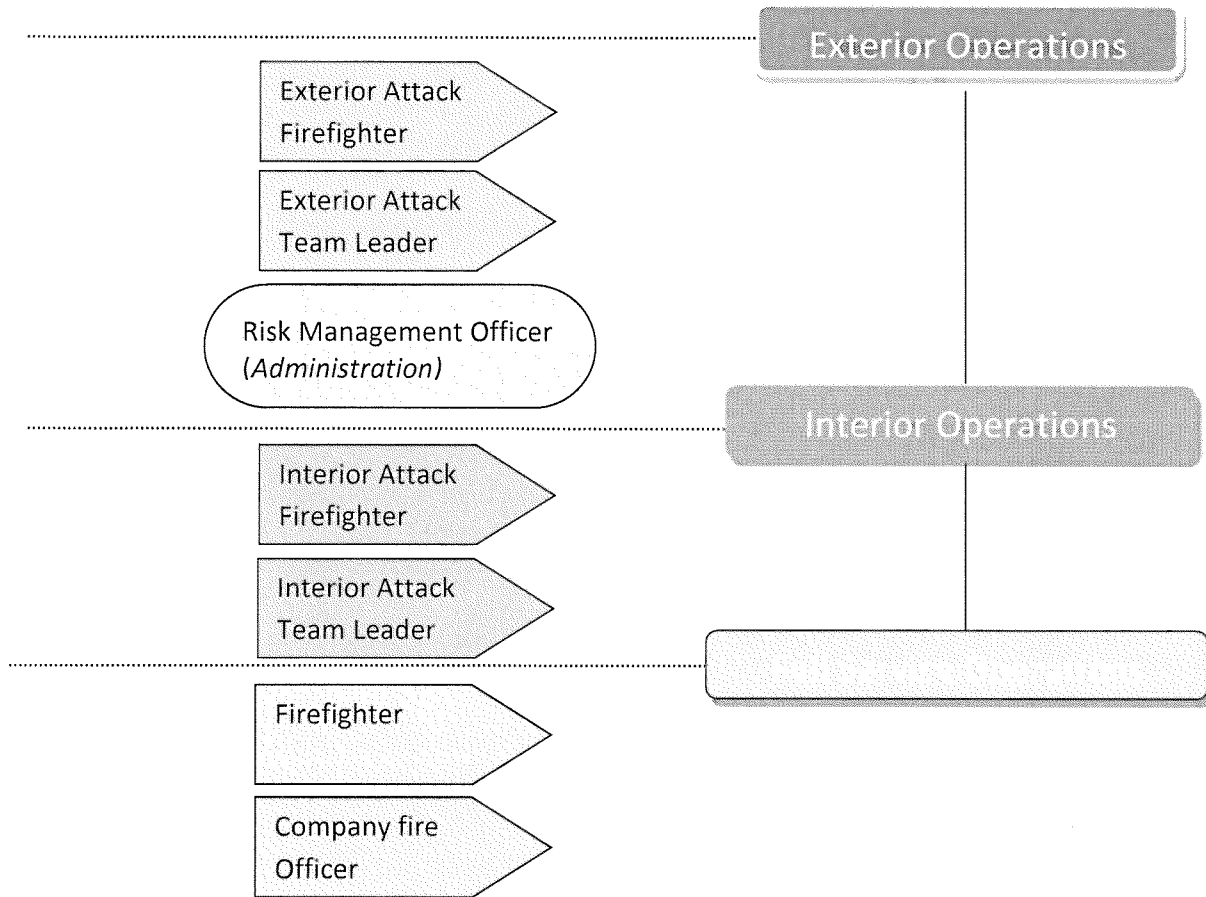
Summary of Requirements

This summary is provided to assist departments and AHJs when examining the Competency Matrix. Readers should review the more detailed discussion of these individual issues elsewhere in this Playbook or refer to the appropriate requirements in the *Workers Compensation Act* and related regulations.

- Determination by the AHJ of the Service Level appropriate to community needs (see section 3, “Principles” at page 4 above, and the descriptions of each Service Level at pages 17 to 18 below)
- Policy Statement, bylaw or contract establishing fire department’s authority and Service Level (see Overview, section 3, “Principles” at page 4, above)
- WorkSafe BC firefighter coverage in place
- WorkSafe BC safety and functional requirements in place (*e.g., firefighter fitness records, Employer/Worker joint committee (or employee representative), OH&S program, Rapid Intervention Team OG, other OGs covering fundamental operational procedures, etc.*)
- A comprehensive process for recording and retaining Training Records which meet the requirements of the *Workers Compensation Act* (B.C.) and this Playbook (Instructions, Evaluations and Record Keeping, section 6, “Training Records” at page 6 above, and “Training Records” at page 12 above)
- Appropriate equipment and apparatus available to deliver the declared Service Level requirements

Position Competency Ladder

Service Level



**** Each level in the Competency Ladder has identified requisite minimum training requirements described within the Playbook that must be met.**

	Train the Trainer Competencies	Job Performance Requirements (NFPA 1041 Competencies)	Training Officer
	4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5		

	<i>The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</i>		
	Emergency Scene Traffic NFPA 1001 5.3.3	Job Performance Requirements (Exterior Firefighter Competencies)	Exterior Operations - Firefighter
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000		
	Dangerous Goods or Hazmat Awareness (from NFPA 472) ¹		
	Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) ²		
	Incident Command System 100 (from BCERMS curriculum) ³		
	All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1		
	Organization, Safety and Communications NFPA 1001 5.2.4		
	RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500		
	Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9		
	Search and Rescue NFPA 1001 5.3.9		
	Fire Behavior NFPA 1001		
	Fire Extinguishers NFPA 1001 5.3.16		
	Building Construction NFPA 1001 5.3.11, 5.3.12		
	Forcible Entry NFPA 1001 5.3.4		
	Ventilation NFPA 1001 5.3.12		
	Loss Control NFPA 1001 5.3.13, 5.3.14		
	Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19		

	All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of:	Job Performance Requirements (NFPA 1001 – FF2 Competencies)	Full Service Operations - Firefighter
	Live Fire Exterior and Interior		
	Hazmat Operations (NFPA core competencies plus 6.6.1.1.2)		

	<i>Completion of the Operational Firefighter requirements for either the Exterior or Interior Service Level PLUS the following Competencies from NFPA 1021:⁴</i>	Job Performance Requirements (NFPA 1021 – Competencies)	Team Leader Exterior & Interior
	Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3		
	Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2		
	Fire ground Accountability NFPA 1021 4.6.1, 4.6.2		
	Live Fire – Exterior (Recommended for Exterior Operations) NFPA 1001 5.3.7, 5.3.8, 5.3.10		
	Live Fire Exterior and Interior (Recommended for Interior Operations)		
	<i>Completion of the Team Leader requirements for the Exterior Operations level PLUS the following courses (1 from each area):</i>	One of One of	Risk Management Officer
	Incident Action Planning (NFPA 1021 4.6.1, 4.6.2) ⁵		
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 (operational)		
	FCABC/LGMA: Effective Fire Service Administration		
	Beyond Hoses and Helmets, or equivalent (administrative)		
	Fire Officer 1 (NFPA 1021)	Job Performance Requirements (NFPA 1021 – Competencies)	Company Fire Officer
	Incident Command 200		
	Fire Service Instructor 1 (NFPA 1041 Chapter 4)		
	Emergency Scene Management (4.6.1, 4.6.2)		

Footnotes:

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCERMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management

Exterior Operations Service Level

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside. Where the IDLH atmosphere no longer exists as a result of fire suppression operations or otherwise, subject always to an appropriate risk assessment by the Incident Commander, it may be appropriate for members of an Exterior Operations **Service Level** department to enter the structure.

Where there is a potential risk of an IDLH atmosphere developing, or risk from smoke or particulate matter when conducting external operations (including overhaul), SCBA must be worn in accordance with WorkSafe BC requirements.

Exterior Operations Team Leaders are trained to supervise exterior operations only.

The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the **Playbook** requirements and other relevant regulations and standards.

The Exterior Operations **Service Level** applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

Interior Operations Service Level

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafe BC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation*). The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the WorkSafe BC requirements.

Interior Operations Team Leaders are trained to supervise interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

Full Service Level

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in this **Playbook** to provide a full spectrum of fire services. These services are based on the Competencies included within the NFPA 1001 Firefighter 2 Standard and relevant NFPA 1021 Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

Playbook Compliance Checklist

(Fire Department Internal Use – to assist in determining compliance)

Department Name: _____

Date: _____

Fire Fighter Competency and Training Playbook Checklist		
<p>1. Does your local government have a bylaw to establish the fire department or if you are a registered society, do your constitution and bylaws provide the mandate to establish a fire department? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", identify the functions that the fire department is authorized by the local authority to deliver?</i></p>		
<p>2. Is your local authority/registered society registered with WorkSafe BC? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan.</i></p>		
<p>3. Is there a policy statement determining if the fire department will provide either a defensive/exterior or an offensive/interior structure fire attack type for fire suppression? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>4. Is there a policy statement determining the training standards to which the fire department will train? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", what standards have been adopted for the fire department?</i></p>		
<p>5. Who coordinates your department's firefighter training? Please list positions:</p>		
<p>6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>7. Does the training records system maintain records for every members training in perpetuity (their lifetime)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
Fire Department Service Level Identification	Yes	No
Exterior Operations – Buildings, Vehicles, Dumpsters		
Interior Operations – Simple structures		
Full Service		
Other Comments		

Name of Individual completing the Checklist

Title/Position

Training Organizations

(Information only)

The following professional organizations can assist with agency direction and training provider contacts:

FCABC – Fire Chiefs Association of BC www.fcabc.ca

BCFTOA – BC Fire Training Officers Association www.bcftoa.com

OFC – Office of the Fire Commissioner of BC <http://embc.gov.bc.ca/ofc/index.htm>

BC Wildfire Management Branch www.bcwildfire.ca

FPOABC – Fire Prevention Officers Association of BC www.fpoabc.bc.ca

FNESS – First Nations Emergency Services Society of BC www.fness.bc.ca



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW	✓	
JUN 01 2015		
RHD		
BOARD		

STAFF REPORT

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: May 29, 2015

FROM: Daniel Pearce
Manager, Transit Operations

MEETING: CoW, June 2, 2015

FILE: 8500-01

SUBJECT: Route 15A VIU Connector (Jingle Pot) Service Review

RECOMMENDATION

That the Board direct staff to retain Route 15A VIU Connector (Jingle Pot) in the Conventional transit System.

PURPOSE

To complete a review of the Route 15A VIU Connector, which operates along Jingle Pot Road in parts of the City of Nanaimo and Electoral Area 'C'.

BACKGROUND

At the September 30, 2014 Board meeting, the following motion was approved:

That staff be directed to bring a report to the Board on options to remove Conventional Transit from Electoral Area 'C' while retaining Custom Transit.

Further, at the Transit Select Committee meeting held May 21, 2015, this report was deferred pending additional route performance on Routes 15 and 15A.

The 15A VIU Connector (Jingle Pot) transit route was implemented as part of the March 2013 Conventional transit expansion at the direction of the Board. The 'A' part of Route 15 operates eleven (11) trips a day and uses Jingle Pot Road instead of the regular routing for Route 15, i.e., along the Nanaimo Parkway (*Appendix A*). There are a total of 16 stops along Jingle Pot Road; six of these stops are located in Electoral Area 'C' and the remaining stops are in the City of Nanaimo. Routes 15 and 15A operate year round with Route 15 operating Monday to Saturday and Route 15A from Monday to Friday.

Ridership on the route has been steady since its implementation. In 2015, two-week manual ridership reports show approximately 98 of 1,367 riders for Route 15A VIU were attributable to passengers boarding in the Electoral Area 'C' section of the route. Additionally, total ridership and performance data for 2013 and 2014 Routes 15 and 15A are shown in the tables below:

Route 15A

JAN-DEC 2013					
	ANNUAL TRIPS	ANNUAL SERVICE HOURS	MON.-FRI. ANNUAL RIDERSHIP	AVERAGE RIDES PER TRIP	AVERAGE RIDES PER SERVICE HOUR
15A- Woodgrove to VIU	1,250	625	13,092	10	21
15A- VIU to Woodgrove	1,500	750	13,525	9	18

JAN-DEC 2014					
	ANNUAL TRIPS	ANNUAL SERVICE HOURS	MON.-FRI. ANNUAL RIDERSHIP	AVERAGE RIDES PER TRIP	AVERAGE RIDES PER SERVICE HOUR
15A- Woodgrove to VIU	1,250	625	13,338	11	21
15A- VIU to Woodgrove	1,500	750	14,711	10	20

Annual Change	2013	2014	% Growth
	26,617	28,049	5.38%

* 2013 and 2014 annual ridership taken from GFI fare box data. 2014 ridership was negatively affected from the 2014 teachers strike.

Route 15

JAN-DEC 2013					
	ANNUAL TRIPS	ANNUAL SERVICE HOURS	ANNUAL RIDERSHIP	AVERAGE RIDES PER TRIP	AVERAGE RIDES PER SERVICE HOUR
15 Woodgrove to VIU	5,000	1,917	58,746	12	31
15 VIU to Woodgrove	5,750	2,108	63,408	11	30

JAN-DEC 2014					
	ANNUAL TRIPS	ANNUAL SERVICE HOURS	ANNUAL RIDERSHIP	AVERAGE RIDES PER TRIP	AVERAGE RIDES PER SERVICE HOUR
15 Woodgrove to VIU	5,000	1,917	55,099	11	29
15 VIU to Woodgrove	5,750	2,108	60,629	11	29

Annual Change	2013	2014	% Growth
	122,154	115,728	-5.55%

* 2013 and 2014 annual ridership taken from GFI fare box data for weekdays only. 2014 ridership was negatively affected from the 2014 teachers strike.

Staff have received correspondence from the Vancouver Island University Students' Union (VIUSU) and BC Transit regarding concerns with the removal of Route 15A and subsequent transit service being removed from Jingle Pot Road.

The communication from the VIUSU stated that the RDN Transit System is an important part of the community and that removal of Route 15A would negatively impact the environment and residents

along Jingle Pot Road. The VIUSU has also said there are approximately sixty (60) students living in Electoral Area 'C', off Jingle Pot Road.

Communication from BC Transit regarding Route 15A stated:

“The steady ridership of Route 15A, the continued residential development and the recorded student residential data within proximity to the Jingle Pot Road area, are all good indicators that the service is well received and continued ridership growth could be expected. Conventional transit service along the entirety of Jingle Pot Road will continue to be an important component of the RDN Transit system. Additionally, under the recommended *American Disabilities Act* service standards that are applied across BC Transit systems, removing the Area 'C' Jingle Pot Road segment of the 15A Route would also assume the requirement for the removal of any Custom Transit services that are within 1.5km along the deleted route segment. Removal of the Route 15A Conventional transit services within the Jingle Pot Road area would negatively impact the residents of Electoral Area 'C', consequently removing valued and important social services.”

The Custom transit system, or handyDART system, provides a door-to-door service for clients with physical or cognitive disabilities. BC Transit recommends to local transit systems that Custom service areas encompass residences and destinations within a 1.5km distance from the existing fixed route system. The reason behind this is that Custom transit trips are generally more expensive per trip compared to Conventional transit trips and Custom riders are able to use the Conventional transit system for all or parts of their trips. If Route 15A was removed from Jingle Pot Road, BC Transit could request to the RDN that handyDART service in Electoral Area 'C' be removed.

Additionally, staff conducted a survey regarding the Route 15A and received 237 responses over a five week period (*Appendix B*). Of the 237 responses, 133 were received online and 104 were received manually. The survey consisted of five questions as well as a space for written feedback. The general response from the survey was positive, with 64.3% of survey responses indicating that transit is either very important to, or an important part of the community.

Staff, the Chair of the Transit Select Committee and the Electoral Area 'C' Director also attended the Mountain Fire Protection District Annual Meeting on April 16, 2015, at the East Wellington Fire Department to discuss Route 15A. Feedback from Electoral Area 'C' residents, in attendance, included concern over the perceived lack of ridership on the route, the lack of transit service in the area and, alternatively, that transit service is a benefit to the community.

Based on ridership, feedback from the Vancouver Island University Students' Union and BC Transit, survey results and community feedback, staff have developed three alternatives for the Board.

ALTERNATIVES

1. That the Board direct staff to retain Route 15A VIU Connector (Jingle Pot) in the Conventional transit system.
2. That the Board direct staff not to remove Route 15A VIU Connector (Jingle Pot) but to remove all transit stops in Electoral Area 'C'.
3. That the Board direct staff to remove Route 15A VIU Connector (Jingle Pot).

FINANCIAL IMPLICATIONS

The 2015 proposed Southern Transit Tax requisitions for Electoral Area 'C' is \$33,987. Of the proposed tax requisition, \$15,370 is for Conventional transit and \$18,617 is for Custom transit.

Under Alternative 1:

There would be no changes to the Electoral Area 'C' tax requisition.

Under Alternative 2:

Route 15A VIU Connector (Jingle Pot) would continue to operate on Jingle Pot Road but all transit stops in Electoral Area 'C' would be removed, resulting in no transit passenger pick-ups or drop-offs in Electoral Area 'C'; just in areas within the City of Nanaimo.

The Electoral Area 'C' Southern Transit Tax requisition for Conventional Transit service would not be changed in 2015 because there is a one year time lag due to the requisition being calculated on the prior year's actual number of service hours/kms. The tax requisition would be reduced in 2016 to approximately \$8,000, due to the service being operated for six (6) months of 2015 and would be completely removed in 2017. Additionally, this would result in the Electoral Area 'C' Conventional transit tax requisition being transferred to the City of Nanaimo.

Under Alternative 3:

Route 15A Conventional transit service would be eliminated. This would result in the Southern Transit Tax requisition for Conventional transit service not being changed in 2015 because there is a one year time lag due to the requisition being calculated on the prior year's actual number of service hours/kms. The tax requisition would be reduced in 2016 to approximately \$8,000, due to the service being operated for six (6) months of 2015 but would be completely removed in 2017.

Under this alternative, the Route 15A service hours would be reallocated to the regular Route 15, which travels along the Nanaimo Parkway within the City of Nanaimo. This would result in the Electoral Area 'C' Conventional transit tax requisition being transferred to the City of Nanaimo.

STRATEGIC PLAN IMPLICATIONS

The Board Vision expresses a desire to build a future where the air is clean and safe to breathe. Transit service throughout the RDN allows residents the option to leave their personal vehicles at home, helping to reduce emissions and particulate matter. Further, a transit service that operates in areas throughout the region allows a greater number of residents to access the transit service and further helps the local economy and helps reduce environmental emissions.

SUMMARY / CONCLUSIONS

At the direction of the Board, staff are bringing forward a report on options to remove Conventional transit from Electoral Area 'C'.

The only Conventional transit route that operates in Electoral Area 'C' is Route 15A VIU Connector (Jingle Pot), which was implemented as part of the March 2013 Conventional transit expansion. The route operates eleven (11) trips a day and uses Jingle Pot Road instead of the regular routing for Route 15, i.e., along the Nanaimo Parkway (*Appendix A*). There are a total of sixteen (16) stops along

Jingle Pot Road; six of these stops located in Electoral Area 'C' and the remaining stops within the City of Nanaimo.


Staff have completed multiple ridership counts on Route 15A since March 2013 and ridership has been steadily increasing, with the most recent two week ridership counts showing approximately 98 of 1,367 riders for Route 15A VIU were attributable to passengers boarding in the Electoral Area 'C' section of the route.

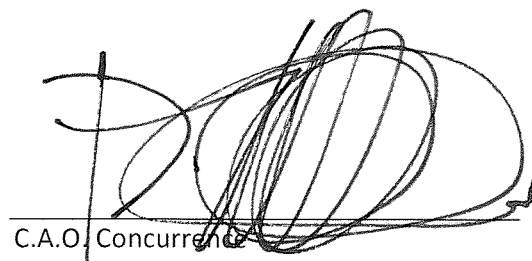
Staff have received correspondence from the Vancouver Island University Students' Union and BC Transit regarding Route 15A, requesting that the route not be removed. Additionally, staff conducted a survey regarding Route 15A and attended the Mountain Fire Protection District Annual Meeting. The general response from the survey was positive. Feedback from the Mountain Fire Protection District Annual Meeting included concern over a perceived lack of ridership on the route and lack of transit service in the area.

BC Transit recommends to local transit systems that Custom service areas encompass residences and destinations within a 1.5km distance from the existing fixed route system. If Route 15A was removed from Jingle Pot Road, BC Transit could request to the RDN that handyDART service in Electoral Area 'C' be removed.

Additionally, if Route 15A was removed, the service hours would be reallocated to the regular Route 15, which travels along the Nanaimo Parkway within the City of Nanaimo. This would result in the Electoral Area 'C' Conventional transit tax requisition being transferred to the City of Nanaimo.

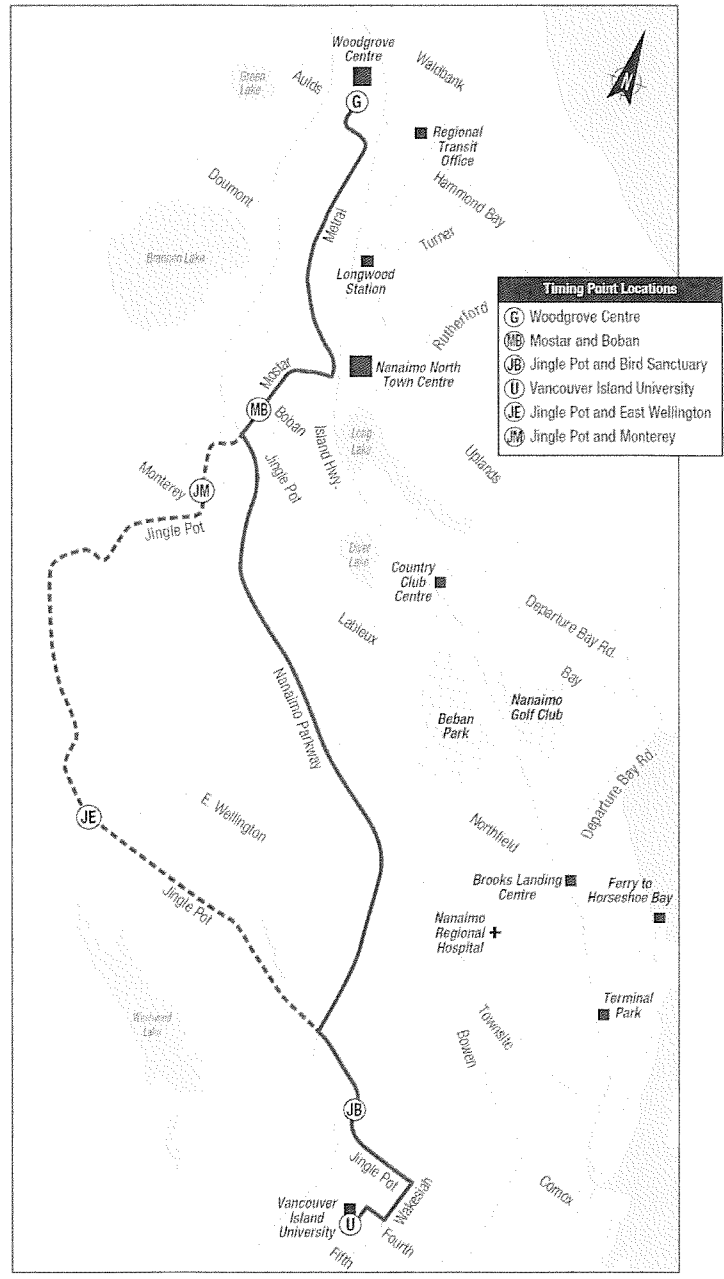
Based on ridership, communications from the Vancouver Island University Students' Union and BC Transit, and survey results, staff are recommending that Route 15A not be removed.


Report Writer


C.A.O. Concurrence

APPENDIX A

15 VIU Connector

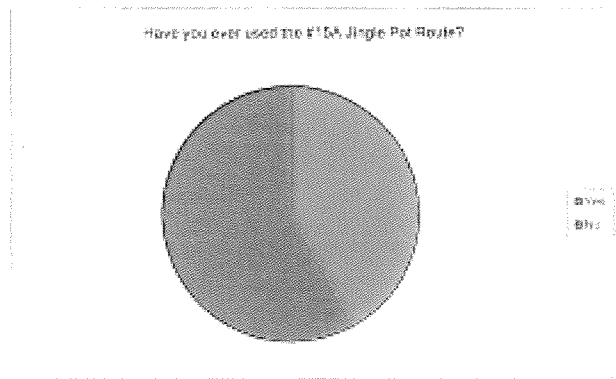


APPENDIX B

RDN Transit #15A - Jingle Pot Survey Results 2015

Have you ever used the #15A Jingle Pot Route?

Answer Options	Response Percent	Response Count
Yes	42.1%	99
No	57.9%	135
	answered question	234
	skipped question	4



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AREA F PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)
REGULAR COMMITTEE MEETING HELD
WEDNESDAY, MARCH 11, 2015
7:00PM
AT THE ARROWSMITH HALL, COOMBS**

ATTENDANCE: Julian Fell, Director RDN Board, Chair
Alfred Jablonski
Barbara Smith
David Edgeley
Reg Nosworthy

STAFF: Wendy Marshall
Elaine McCulloch

REGRETS: Earl Billingsley
Colin Anderson

CALL TO ORDER

Chair Fell called the meeting to order 7:05 p.m.

WELCOME NEW MEMBERS/INTRODUCTION

It was noted that R. Nosworthy has replaced D. Edgeley as the Recreational Commissioner for Area F and that D. Edgeley and C. Anderson reappointed as members of Area F POSAC.

DELEGATION

None

MINUTES

MOVED R. Nosworthy, SECONDED A. Jablonski that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated November 17, 2014 be approved, as amended, to note that B Smith also met with Chair Fell and Joan Michel on October 23rd, 2014, RDN Parks and Trails Coordinator, to walk the Carrothers and Price trail corridors.

CARRIED

BUSINESS ARISING FROM THE MINUTES

It was noted that the subcommittee struck at the last meeting to provide direction on trail development has not needed to meet as yet.

COMMUNICATION/CORRESPONDENCE

MOVED R. Nosworthy, SECONDED B. Smith to receive the following correspondence:

E. McCulloch, RDN to J. McKierahan, Ministry of Forests, Lands & NRO, **RE: Silver Spurs S.57 Application – Little Mountain Trails FCBC File: ATA 117776**

T. Osborne, RDN to E. Bailey, School District 69, **RE: French Creek School Land**

T. Osborne, RDN to E. Bailey, School District 69, **RE: Meadowood Property**

J. Diewold, Errington Elementary School to E. McCulloch, RDN, **RE: Errington School Trails**

CARRIED

BUSINESS ARISING FROM THE CORRESPONDENCE

B. Smith advised that she had contacted the Nanoose Band Manager in January with the information on the Silver Spur Riding Club's s.57 application and the application is ongoing, slowly.

E. McCulloch reviewed the information about the Letter of Understanding (LOU) agreement with School District 69. This is a license of occupation for 10 years less 2 days on the land only, not buildings. W. Marshall advised that the land will be operated as a community park, but future planning is required. E McCulloch will provide the members with more specific information and the diagram/map of the lands involved. The question was raised whether or not there was an option to purchase the lands, without an answer given.

J. Diewold at Errington School has contacted E. McCulloch, J. Fell, and B. Smith regarding a photo op to announce the recent Grant from BC Nature to cover the cost of informational trail signs along the Errington School Trail. The date for this meeting is not yet determined.

UNFINISHED BUSINESS

None

REPORTS

Monthly Update of Community Parks and Regional Parks and Trail Projects

E. McCulloch referred to the Community Parks and Regional Parks and Trails Projects report for November and December 2014, provided to the committee.

A. Jablonski advised that there was work done on the Meadowood Community Park to divert pooling water. The pavilion and picnic tables have been completed and grass is growing. There has been some vandalism from motorbike use and a discussion ensued how to prevent that traffic and encourage strollers and walkers.

E. McCulloch advised that the RDN Parks and Trails Department would be moving from the Oceanside Place to Springhill Road in Parksville.

Malcolm Community Park Trail Signage

E. McCulloch advised that fire crews would be in Malcolm Park at the end of March to remove hazard trees and install signs and maps. It was decided that the trail would be named after Steve Cross, who constructed the original trail.

Arrowsmith Community Trail (ACT) Update – Price Rd

E. McCulloch provided information on the Arrowsmith Community Trails (ACT) 4 Price Road Trail development plan. The total cost will be no more than \$15,000 for culverts, surfacing, signage, and barriers.

Meadowood Community Park Portable Update

E. McCulloch advised on the Meadowood Community Park Portables plus washroom and electrical buildings have been purchased for \$1 each. These will be relocated onto School District vacant lands next to Meadowood Park. The funding for the project which included upgrading the portables for community recreation centre use was obtained from the Community Works Infrastructure Fund for Electoral Area 'F'. There is a 10 year License of Use the vacant school lands. Occupancy is expected by October 2015.

MOVED A. Jablonski, SECONDED D. Edgeley that the Reports be received.

CARRIED

NEW BUSINESS

2015 Accomplishments

2015 Work Plan

The Park Service's Work Plan Project and Activities worksheet was reviewed. Of note was the proposed upgrading of the bridge over Little Qualicum River adjacent to the Regional Park. It will be repaired for utility vehicle and pedestrian use. It will not be rated as an emergency route because the repair will not be up to seismic standards.

Chair Fell discussed the issue of funding for the Area F projects. More money is needed as the RDN has taken on more parks and the additional expenses of maintenance, grass cutting, and electricity etc. There is also a concern that there is not enough staff to oversee these projects.

The next project is ACT 3 Cranswick trail. This winter the Grafton/Cranswick Road area has experienced considerable flooding. The Ministry of Transportation is looking into the situation and has hired an engineer to determine elevation and impact on roads. A report is due in April.

ADJOURNMENT

MOVED B. Smith to adjourn at 8:20 p.m.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE GRANTS-IN-AID ADVISORY COMMITTEE MEETING
HELD ON WEDNESDAY, MAY 20, 2015 AT 1:37 PM IN THE
COMMITTEE ROOM

Present: M. Young Chairperson
M. Lefebvre Director, District 69
E. Yewchin Citizen Advisory Member
B. Erickson Citizen Advisory Member
G. Wiebe Citizen Advisory Member
A. Fabris Citizen Advisory Member

Staff: J. Hill Manager, Administrative Services
C. Golding Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

MOVED B. Erickson, SECONDED G. Wiebe, that the minutes of the Grants-in-Aid Committee meeting held Monday, October 22, 2014, be adopted.

CARRIED

UNFINISHED BUSINESS

Chairperson Young advised the committee that \$1,000 in awarded grant funding was returned by the Friends of Morden Mine as the signage project that was awarded funding is not going forward. The funds have been added back to the total amount available for District 68.

DISTRICT 68

Funds available: \$5,108.33

MOVED B. Erickson, SECONDED A. Fabris, that Grant-in-Aid funds for District 68 be awarded as follows:

Gabriola Arts Council – 7th Annual Gabriola Theatre Festival lighting rental	\$ 900.00
People for a Healthy Community on Gabriola Society – Transportation assistance	\$ 800.00
Gabriola Land & Trails Trust – Purchase of bobcat loader and trailer	\$ 0.00
Gabriola Softball Association – Towards the purchase of a fiber base for a playground at Rollo McClay Park	\$ 1,250.00
Scouts Canada 1st Gabriola Scouts Group – Planning library books for Beavers and Cubs	\$ 741.30
Tozan Cultural Society – Construction of wood-fired kiln, repairs to firing chamber of the firing chamber of the Tozan kiln, and building an extension on the kiln shed	\$ 0.00
Total	\$3,691.30

CARRIED

MOVED G. Wiebe, SECONDED E. Yewchin, that the remaining District 68 funds in the amount of \$1417.03 be carried forward to the 2015 Fall Grants-in-Aid budget.

CARRIED

DISTRICT 69

A. Fabris left the meeting at 2:53 pm citing a possible conflict of interest regarding the application from Oceanside Building Learning Together Society.

A. Fabris returned to the meeting at 2:55 pm after the discussion regarding the application from Oceanside Building Learning Together Society.

Funds available: \$ 12,952.87

MOVED B. Erickson, SECONDED A. Fabris, that Grant-in-Aid funds for District 69 be awarded as follows:

Communities to Protect Our Coast – Subsidy for 10 tables for exhibitors at Flourishing in a Green Economy Tradeshow	\$ 0.00
Corcan-Meadowood Residents Association – Purchase of two sets of two Motorola waterproof GMRS 56 km radios	\$ 313.57
Errington Preschool Parents Society – Purchase of children’s songbooks, small percussion instruments, nutritional guides for early childhood, and books for the yearly workshop	\$ 845.00
Lighthouse Community Centre Society – Highway sign production	\$ 2999.11
Oceanside Building Learning Together Society – Motion lights and security cameras for Storybook Village	\$ 1724.00
Qualicum Bay Lions Club – Roof repairs	\$ 5,000.00
Total	\$10,881.68

CARRIED

MOVED G. Wiebe, SECONDED E. Yewchin, that the remaining District 69 funds in the amount of \$2,071.19, be carried forward to the 2015 Fall Grants-in-Aid budget.

ADJOURNMENT

MOVED B. Erickson, SECONDED E. Yewchin, that this meeting adjourn.

CARRIED

TIME: 3:05 PM

CHAIRPERSON

DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, MAY 21, 2015 AT 12:00 NOON IN THE RDN COMMITTEE ROOM

Present:

Director T. Westbroek	Chairperson
Director A. McPherson	Electoral Area 'A'
Director B. Rogers	Electoral Area 'E'
Director B. Veenhof	Electoral Area 'H'
Director M. Lefebvre	City of Parksville
Director Colin Haime	District of Lantzville
Director Bill McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer, RDN
D. Pearce	A/Gen. Mgr, Transportation & Solid Waste Services, RDN
D. Marshall	A/Manager, Fleet Operations, RDN
J. Logan	Supt, Transportation Planning & Scheduling, RDN
M. Moore	Senior Regional Transit Manager, BC Transit
M. Lockley	Senior Transit Planner, BC Transit
J. Marsh	Deputy Chief Administrator, Qualicum Beach
G. Foy	Traffic & Transportation Planning Engineer, CON
F. McFarlane	Recording Secretary, RDN

CALL TO ORDER

The meeting was called to order at 12:00 pm by the Chair.

MINUTES

MOVED Director Lefebvre, SECONDED Director Haime that the minutes of the regular Transit Select Committee meeting held March 3, 2015 be adopted. CARRIED

CORRESPONDENCE

Todd G. Stone, Minister of Transportation, re Funding Support for Transit Services within British Columbia.

Correspondence was received from Minister Todd Stone, regarding funding support for Transit services within British Columbia.

Transportation Minister Todd Stone, Ministry of Transportation and Infrastructure, re the Media Release of May 21, 2015, re External Advertising on CNG Buses.

A copy of the press release, from Transportation Minister Todd Stone, regarding external advertising on the new CNG buses was received.

The costs and benefits of external advertising on buses were discussed. Director Bestwick suggested a more aggressive approach to interior advertising within the entire fleet. Director Lefebvre identified the possibility of pursuing other types of advertising that would not cause damage.

[12:13pm Director Yoachim joined the meeting.]

MOVED Director Lefebvre, SECONDED Director McKay that the Chair of the Transit Select Committee write a letter to the Minister of Transportation and Infrastructure, Todd Stone, in response to Minister Stone's letter, dated May 11, 2015, including his statement in the media on May 14, 2015, regarding external advertising on buses. CARRIED

BC TRANSIT UPDATES

BC Transit Funding

M. Moore provided a PowerPoint presentation (attached) outlining BC Transit's three year service hour and budget plan.

MOVED Director Veenhof, SECONDED Director Lefebvre that the report, from BC Transit regarding funding, be received. CARRIED

REPORTS

2015/2016 Conventional and Custom Annual Operating Agreement - Regional District of Nanaimo / BC Transit.

D. Pearce provided a synopsis of the Annual Operating Agreement.

MOVED Director Veenhof, SECONDED Director Lefebvre that the 2015/2016 Conventional and Custom Annual Operating Agreement (AOA) with BC Transit be approved. CARRIED

Route 15A VIU Connector (Jingle Pot) Service Review.

D. Pearce provided a summary of the Route 15A VIU Connector service review.

[1:30pm Director Veenhof left the meeting.]

D. Pearce noted that before implementing routes, reviews are completed and route efficiencies are considered. This is done in conjunction with BC Transit.

[1:37pm Director Lefebvre left the meeting.]

Director Westbroek advised that further information is required before a decision can be made regarding service on Route 15A.

MOVED Director Yoachim, SECONDED Director Rogers that this report be deferred to the next meeting of the Transit Select Committee and that more information be provided as to what people think about this. CARRIED

ADJOURNMENT

MOVED Director McKay that the meeting be adjourned.

CARRIED

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for Thursday, July 16, 2015, in the RDN Committee Room.

CHAIRPERSON

TO: Daniel Pearce
A/General Manager, Transportation & Solid Waste Services

DATE: May 12, 2015

FROM: Darren Marshall
Acting Manager, Fleet Operations

MEETING: TSC

Jamie Logan
Superintendent, Transit Planning & Scheduling

FILE: 2240-20-TROA

SUBJECT: 2015-2016 Conventional and Custom Annual Operating Agreement-
Regional District of Nanaimo / BC Transit

RECOMMENDATION(S)

That the Board approve the 2015-2016 Conventional and Custom Annual Operating Agreement (AOA) with BC Transit.

PURPOSE

To bring forward the 2015-2016 Conventional and Custom Annual Operating Agreement (AOA) for the Regional District of Nanaimo Transit System, with BC Transit, for consideration and approval.

BACKGROUND

The AOA (*Appendix 1*) between the Regional District of Nanaimo (RDN) and BC Transit is renewed on an annual basis and provides cost-sharing service arrangements for Conventional and Custom Transit services in Districts 68 and 69 for the period of April 1, 2015 to March 31, 2016.

The AOA is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that will be provided for cost-sharing purposes. As with previous AOAs, there are costs that fall outside the scope of the annual agreement. These items include RDN interdepartmental administration charges, fare product commissions paid to vendors, building rentals, maintenance of bus stops, training for existing staff members (serviceperson/drivers), advertising done outside the AOA marketing budget and janitorial services.

BC Transit staff have communicated that the 2015-2016 AOA budget confirms that there is sufficient funding for base service levels in the first year of the RDN's three year service hours and budget plan; however, BC Transit budgets are to remain at the 2015-16 AOA level for the remaining two years of the three year plan as provincial funding levels are forecast to remain flat over the three year term.

Included in the 2015-2016 AOA is a 5,000 hour annual expansion that will be implemented in September 2015. Due to the difference in budget cycles between BC Transit (April 1 to March 31) and the RDN (January to December) the 5,000 hour annual expansion is pro-rated to approximately 2,900 hours in the 2015-2016 AOA.

The AOA includes a 2% increase for operating costs (including, supervising, dispatching, fuel, bus cleaning and driver wages.) Additionally, fuel has been budgeted at \$1.25/litre for diesel (compared to \$1.34/litre in the 2014-2015 AOA) and \$0.42 per Diesel Litre Equivalent (DLE) for CNG (compared to \$0.055/DLE in the previous year's AOA).

Transportation Services staff and Financial Services staff have reviewed this AOA in conjunction with the approved RDN 2015 budget for transit services and do not have any concerns.

ALTERNATIVES

1. That the Board approve the 2015-2016 Conventional and Custom Transit Annual Operating Agreement as presented.
2. That the Board not approve the 2015-2016 Conventional and Custom Transit Annual Operating Agreement and provide further direction to staff.

FINANCIAL ANALYSIS

Conventional Transit:

The main changes in the AOA that should be noted include:

CONVENTIONAL	2014-2015 AOA	2015-2016 AOA	\$ CHANGE	% CHANGE
Fixed Costs (total cost, overhead, admin. wages)	\$931,843	\$950,480	\$18,637	2%
Variable Hourly (total cost, drivers' wages and benefits)	\$5,778,872	\$6,021,653	\$242,781	4%
Variable Fuel (total cost, fuel and tires)	\$1,614,506	\$1,566,274	(\$48,232)	-3%
Fleet Maintenance (total cost, running, major and accident repairs)	\$1,665,432	\$1,660,986	(\$4,446)	0%
Lease Fees (local share - 53.31%, mainly buses)	\$1,688,721	\$1,628,625	(\$60,096)	-3.5%
BC Transit Management Fees (local share)	\$667,590	\$626,199	(\$41,391)	-6%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Conventional Transit costs are cost-shared with BC Transit at a current rate of 53.31% RDN and 46.69% BC Transit. The main changes to the Conventional system in the 2015-2016 AOA are increases for wages and benefits. The budget also reflects fuel savings due to the reduction in both diesel and CNG fuel prices.

BC Transit Management Fees were reduced because of a reallocation of direct costs to other AOA line items.

Custom Transit:

The main changes in the AOA that should be noted include:

CUSTOM	2014-2015 AOA	2015-2016 AOA	\$ CHANGE	% CHANGE
Fixed Costs (total cost, overhead, admin. wages)	\$207,365	\$211,513	\$4,148	2%
Variable Hourly (total cost, drivers' wages and benefits)	\$1,040,794	\$1,052,658	\$11,864	1.1%
Variable Fuel (total cost)	\$173,169	\$171,795	(\$1,374)	-.5%
Fleet Maintenance (total cost, running, major and accident repairs)	\$109,480	\$123,009	\$13,529	12%
Lease Fees (local share, mainly buses)	\$266,814	258,033	(\$8,781)	-4%
BC Transit Management Fees (local share)	\$116,148	\$108,947	(\$7,201)	-6%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Custom Transit costs are cost-shared with BC Transit at a current rate of 33.31% RDN and 66.69% BC Transit.

The increase in the Custom transit system is due mainly to maintenance costs. BC Transit Management Fees were reduced because of a reallocation of direct costs to other AOA line items.

FINANCIAL IMPLICATIONS

Under Alternative 1, the 2015-2016 Conventional Transit AOA total budget is \$13,300,263. This includes the RDN total cost of \$7,382,714, which is further reduced by revenues (\$4,130,195), municipal administration (\$188,188), and the municipal flex funded amount (\$878,000) to achieve a net cost to the RDN of \$3,942,331. BC Transit's share of costs is \$5,039,550.

Under the 2015-2016 Custom Transit AOA, the total budget is \$2,098,954. This includes a net cost to the RDN of \$717,229, which is further reduced by revenues (\$206,074), municipal administration (\$30,626), and the municipal flex funded amount (\$123,984) to achieve a net cost to the RDN of \$717,229. BC Transit's share of costs is \$1,145,025.

Transportation Services staff and Financial Services staff have reviewed these costs and they are in line with the approved RDN 2015 budget for transit services.

Under Alternative 2, if the Board does not approve the AOA, it will remove BC Transit's obligation to cost-share in the RDN Transit services.

STRATEGIC PLAN IMPLICATIONS

The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. The Annual Operating Agreement is a fundamental agreement that allows the Regional District of Nanaimo to enter into a cost-sharing arrangement with BC Transit. Residents within the RDN rely on public transit, whether it is Conventional or Custom transit. The options provided by public transit enable residents to leave their cars at home while they take the bus to work, school, medical appointments or for other equally important reasons.

SUMMARY/CONCLUSIONS


BC Transit has forwarded the Annual Operating Agreement covering the period April 1, 2015 to March 31, 2016 for the RDN Conventional and Custom (handyDART) Transit services. Transportation Services staff and Financial Services staff have reviewed this AOA in conjunction with the approved RDN 2015 budget for transit services.

The 2015-2016 Conventional and Custom Transit AOA indicates a total budget of \$15,399,217 that is cost-shared between the RDN and BC Transit. Staff have reviewed the AOA costs for Conventional Transit and these can be explained by increased costs due to inflation and actual increases in service.

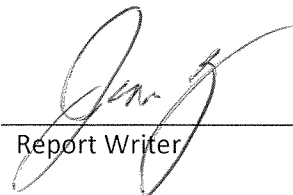
Staff recommend that the Board approve the 2015-2016 Conventional and Custom Transit Annual Operating Agreement with BC Transit.



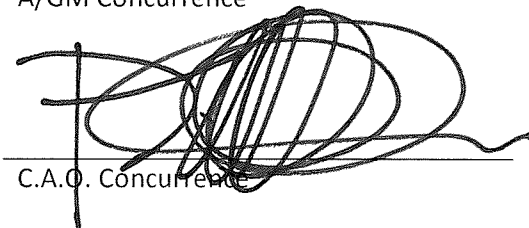
Report Writer



A/GM Concurrence



Report Writer



C.A.O. Concurrence

APPENDIX 1

NANAIMO

**ANNUAL OPERATING AGREEMENT
(CONVENTIONAL/CUSTOM)**

Between

THE REGIONAL DISTRICT OF NANAIMO

And

BRITISH COLUMBIA TRANSIT

APRIL 1, 2015 TO MARCH 31, 2016

INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT
SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.
CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO
INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

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Nanaimo

AOA

2015/16

ANNUAL OPERATING AGREEMENT

BETWEEN: THE REGIONAL DISTRICT OF NANAIMO
(the "Municipality" and the "Operating Company")

AND: BRITISH COLUMBIA TRANSIT
(the "Authority")

WHEREAS the Municipality and the Authority are authorized to share in the costs of providing a Public Passenger Transportation System pursuant to the British Columbia Transit Act

WHEREAS the Municipality is authorized to operate, manage and maintain a Public Passenger Transportation System within the Nanaimo Regional Transit Service Area.

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

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

SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
 - (b) "Master Agreement" shall mean the Master Joint Operating Agreement, including any amendments made thereto;

SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:
- (a) To remove Section 13 in its entirety and replace it with the following:

"SECTION 13 - INSURANCE

13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement

and the Annual Operating Agreement:

1. Vehicle Insurance:

a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.

b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).

ii) Collision or upset insurance \$5,000.00 deductible.

iii) Comprehensive insurance covering hazards such as fire, theft, vandalism, glass breakage, falling trees, wind-storms, etc. \$500.00 deductible.

2. Physical Assets Leased from the Authority :(where applicable)

a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.

b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.

c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:

i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.

ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.

d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.

3. Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority

a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.

4. Comprehensive General Liability Insurance:

a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.

b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which

provides a waiver of subrogation in favour of BC Transit.

5. Additional Covenants:

a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.

b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

SECTION 3 – TERM AND RENEWAL

3.1 Term and Renewal: The term of this agreement shall be from April 1, 2015 to March 31, 2016 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be terminated or not renewed, as the case may be.

SECTION 4 – SCHEDULES

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.

5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.

5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

5.4 Pets on Buses: Notwithstanding the provisions of Section 9.7 of the Master Joint Operating Agreement, pets on buses are permitted under guidelines agreed to by the parties to this agreement.

5.5 Alternative Funding Arrangements: For the period beginning on April 1, 2015 and ending on March 31, 2016, the Municipality shall contribute 100% of the Municipal Flex Funded amount identified in Schedule C, and the Municipality and the Authority shall share the balance of the remaining costs according to their funding contribution shares as per Section 7 of the *British Columbia Transit Regulation*, B.C. Reg 30/91.

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SECTION 6 – NOTICES AND COMMUNICATION

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

Regional District of Nanaimo
c/o Manager of Transportation Services
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

and to

BC Transit
c/o Chief Operating Officer
520 Gorge Road East
Victoria, BC V8W 2P3

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

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IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this day of 2015.

THE CORPORATE SEAL OF THE
REGIONAL DISTRICT OF NANAIMO has
been hereto affixed in the presence of:

THE COMMON SEAL OF **BRITISH
COLUMBIA TRANSIT**
has been hereto affixed in the presence of:

CHIEF OPERATING OFFICER

CHIEF FINANCIAL OFFICER

SCHEDULE "A" - Transit Service Area Boundaries

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Nanaimo Regional Transit Service Area shall include the corporate boundaries of the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville and Electoral Areas A, D, E, G and H of the Regional District of Nanaimo.

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SCHEDULE "B" – Service Specifications

Nanaimo Custom Base Budget Official AOA 2015/2016

Schedule 'B'

Effective Apr 01, 2015

Scheduled Revenue Service

15/16 Full Year (Apr 01, 2015 to Mar 31, 2016)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	80.00	108.00	102.00	110.00	98.00	24.00	6.00
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flexible Hours

	Apr, 2015	May, 2015	Jun, 2015	Jul, 2015	Aug, 2015	Sep, 2015	Oct, 2015	Nov, 2015	Dec, 2015	Jan, 2016	Feb, 2016	Mar, 2016
	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20

Extra Revenue Service

	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016

Adjusted Revenue Service

	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016

2015/2016 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2015 to Apr 30, 2015	3	4	5	5	3	4	4	0	30	Apr 03, 2015 Good Friday 2015 (Fri)
May 01, 2015 to May 31, 2015	3	4	4	4	5	5	5	1	31	Apr 06, 2015 Easter Monday 2015 (Mon)
Jun 01, 2015 to Jun 30, 2015	5	5	4	4	4	4	4	0	30	May 18, 2015 Victoria Day 2015 (Mon)
Jul 01, 2015 to Jul 31, 2015	4	4	4	5	5	4	4	1	31	Jul 01, 2015 Canada Day 2015 (Wed)
Aug 01, 2015 to Aug 31, 2015	4	4	4	4	4	5	5	1	31	Aug 03, 2015 BC Day 2015 (Mon)
Sep 01, 2015 to Sep 30, 2015	3	5	5	4	4	4	4	1	30	Sep 07, 2015 Labour Day 2015 (Mon)
Oct 01, 2015 to Oct 31, 2015	3	4	4	5	5	5	4	1	31	Oct 12, 2015 Thanksgiving Day 2015 (Mon)
Nov 01, 2015 to Nov 30, 2015	5	4	3	4	4	4	5	1	30	Nov 11, 2015 Remembrance Day 2015 (Wed)
Dec 01, 2015 to Dec 31, 2015	4	5	5	5	3	3	4	2	31	Dec 25, 2015 Christmas Day 2015 (Fri)
Jan 01, 2016 to Jan 31, 2016	4	4	4	4	4	5	5	1	31	Dec 26, 2015 Boxing Day 2015 (Sat)
Feb 01, 2016 to Feb 29, 2016	4	4	4	4	4	4	4	1	29	Jan 01, 2016 New Years Day 2016 (Fri)
Mar 01, 2016 to Mar 31, 2016	3	5	5	5	3	4	4	2	31	Feb 08, 2016 Family Day 2016 (Mon) Mar 25, 2016 Good Friday 2016 (Fri) Mar 28, 2016 Easter Monday 2016 (Mon)
Total	45	52	51	53	48	51	52	14	366	14 Exceptions

Monthly Summary

Month	Custom Transit					Revenue Kilometers			
	Scheduled	Extra	Revenue Hours Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2015	2,154.00		3.20		2,157.20	0.00			
May, 2015	2,170.00		3.20		2,173.20	0.00			
June, 2015	2,308.00		3.20		2,311.20	0.00			
July, 2015	2,328.00		3.20		2,331.20	0.00			
August, 2015	2,152.00		3.20		2,155.20	0.00			
September, 2015	2,250.00		3.20		2,253.20	0.00			
October, 2015	2,272.00		3.20		2,275.20	0.00			
November, 2015	2,106.00		3.20		2,109.20	0.00			
December, 2015	2,318.00		3.20		2,321.20	0.00			
January, 2016	2,152.00		3.20		2,155.20	0.00			
February, 2016	2,120.00		3.20		2,123.20	0.00			
March, 2016	2,262.00		3.20		2,265.20	0.00			
Total	26,592.00	0.00	38.40	0.00	26,630.40	0.00	0.00	0.00	0.00

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Schedule C

Nanaimo Regional Conventional Transit

	Official AOA 2015/2016
TRANSIT REVENUE	
Farebox Cash	\$1,273,336
Tickets & Passes	\$2,040,960
BC Bus Pass	\$789,100
Advertising	\$26,799
TOTAL REVENUE	\$4,130,195
EXPENDITURES	
Fixed Costs	\$950,480
Variable Hourly Costs - Scheduled Service	\$6,009,991
Variable Hourly Costs - Extra Service	\$11,662
Variable Fuel Costs - Scheduled Service	\$1,016,851
Variable CNG Fuel Costs	\$461,743
Variable Fuel Costs - Extra Service	\$2,597
Variable Tire Costs - Scheduled Service	\$84,934
Variable Tire Costs - Extra Service	\$149
Fleet Maintenance	\$1,553,486
Major Repairs Contingency	\$72,500
Major Capital Projects Operating Contingency	\$72,482
Accident Repairs	\$35,000
ICBC Insurance	\$146,939
Excess Insurance	\$78,645
Information Systems	\$62,154
P. S. T.	\$8,970
TOTAL DIRECT OPERATING COSTS	\$10,568,583
Property Maintenance	\$190,000
Training (Education & Seminars)	\$24,898
Marketing	\$73,770
Municipal Administration	\$188,188
BCT Management Services	\$626,199
TOTAL OPERATING COSTS	\$11,671,638
Lease Fees - Vehicles (Local Share)	\$1,663,965
Lease Fees - Equipment (Local Share)	\$80,085
Lease Fees - PTIP (Local Share)	-\$115,425
TOTAL LEASE FEES - LOCAL SHARE	\$1,628,625
TOTAL COSTS	\$13,300,263
COST SHARING	
Municipal Share of Costs	\$7,382,714
Municipal Flex Funded Amount	\$878,000
Less: Total Revenue	\$4,130,195
Less: Municipal Administration	\$188,188
Net Municipal Share of Costs	\$3,942,331
Authority Share of Costs*	\$5,039,550
STATISTICS	
Scheduled Revenue Hours	115,588.03
Extra Revenue Hours	224.32
Scheduled Revenue Kilometres	2,838,405.86
Extra Revenue Kilometres	4,985.00
Total Passengers	2,739,984
Conventional Passengers	2,739,984

*Does not include Authority share of Lease Fees

Nanaimo

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Schedule C

Nanaimo Custom Transit

	Official AOA 2015/2016
TRANSIT REVENUE	
Farebox Cash	\$206,074
TOTAL REVENUE	\$206,074
EXPENDITURES	
Fixed Costs	\$211,513
Variable Hourly Costs - Scheduled Service	\$1,052,658
Variable Fuel Costs - Scheduled Service	\$171,795
Variable Tire Costs - Scheduled Service	\$8,062
Fleet Maintenance	\$105,009
Major Repairs Contingency	\$13,000
Major Capital Projects Operating Contingency	\$16,667
Accident Repairs	\$5,000
Taxi Supplement	\$40,000
Taxi Saver Program	\$40,000
Taxi Saver Recoveries	-\$20,000
ICBC Insurance	\$18,246
Excess Insurance	\$11,152
Information Systems	\$7,029
P.S.T.	\$829
TOTAL DIRECT OPERATING COSTS	\$1,680,958
Training (Education & Seminars)	\$3,426
Marketing	\$16,963
Municipal Administration	\$30,626
BCT Management Services	\$108,947
TOTAL OPERATING COSTS	\$1,840,920
Lease Fees - Vehicles (Local Share)	\$253,239
Lease Fees - Equipment (Local Share)	\$4,795
TOTAL LEASE FEES - LOCAL SHARE	\$258,033
TOTAL COSTS	\$2,098,954
COST SHARING	
Municipal Share of Costs	\$829,945
Municipal Flex Funded Amount	\$123,984
Less: Total Revenue	\$206,074
Less: Municipal Administration	\$30,626
Net Municipal Share of Costs	\$717,229
Authority Share of Costs*	\$1,145,025
STATISTICS	
Scheduled Revenue Hours	26,630.40
Total Passengers	69,133
Custom/Para Passengers - Vans	66,057
Custom/Para Passengers - Taxi Supplement	1,076
Taxi Saver Passengers	2,000

*Does not include Authority share of Lease Fees

Schedule "D" - Payment Schedule

Nanaimo Regional Conventional Transit and Custom Transit 2015/2016 AOA BUDGET

1) Payment Schedule

The Authority agrees to pay the Operating Company a monthly payment, the amount of which is determined on the following basis:

- a) For Specified Service in Schedule "B":
 - i) \$79,206.64 for Fixed Monthly Payment for conventional transit service; plus
 - ii) \$17,626.06 for Fixed Monthly Payment for custom transit service; plus
 - iii) \$51.99 per Revenue Hour for conventional transit service; plus
 - iv) \$39.53 per Revenue Hour for custom transit service; plus
 - v) \$0.0299 per Revenue Kilometre for tires for conventional transit service.
 - vi) Variable distance costs for diesel fuel as billed, with satisfactory supporting documentation.
 - vii) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- b) For Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Costs amount contained in Schedule "C" shall be deducted for each day or part day.
- c) For Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":
 - i) \$51.99 per Revenue Hour for conventional transit service; plus
 - ii) \$39.53 per Revenue Hour for custom transit service; plus
 - iii) \$0.0299 per Revenue Kilometre for tires for conventional transit service.
 - iv) Variable distance costs for diesel fuel as billed, with satisfactory supporting documentation.
 - v) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- d) For Maintenance:
 - i) \$45.57 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.
- e) Not applicable.
- f) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.

Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act.

Consult with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.

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SCHEDULE "E" – Tariff-Fares

Fare Zones:

The boundaries of fare zones for this Tariff are described as follows:

Zone 1 - Regional District of Nanaimo

This zone encompasses that area within the existing transit service area.

Fares:

Conventional Transit Service:

Effective as of March 1, 2012

	<u>Zone 1</u>
a) Single Cash Fares:	
i) Adult	\$2.50
ii) Senior	\$2.25
iii) Youth (6-18 yrs)	\$2.25
iv) University Student	\$2.50
iv) Child under 6 years,	Free when accompanied by an adult.
v) Accessible Transit Attendant,	Free
b) Tickets:	
i) 10 x \$2.50 fares, sold for	\$22.50
ii) 10 x \$2.25 fares, sold for	\$20.25
c) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.	
c) CNIB Identification Card available from the local office of the CNIB.	
d) BC Transit Employee Bus Pass	
e) One-Day Pass:	
i) Adult	\$6.25
ii) University Student**	\$6.25
ii) Senior/Youth	\$5.50
f) Monthly Pass	
i) Adult	\$67.50
ii) University Student**	\$55.00
iii) Senior/Youth	\$41.00
g) University Student Semester Pass	\$176.00

**Passes are available on VIU campus only.

Custom Transit Service:

Effective April 1, 2007

Registered User and Companion:

a) 5 Prepaid Tickets	\$17.50
b) 20 Prepaid Tickets	\$65.00
Attendant accompanying registered user	Free

Note: Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
HELD THURSDAY MAY 21, 2015
2:00PM
(OCEANSIDE PLACE)

Attendance: Reg Nosworthy, Electoral Area 'F'
Julie Austin, School District 69 Trustee
Gordon Wiebe, Electoral Area 'E'
Bill Veenhof, Director, RDN Board
Al Grier, Councillor, City of Parksville

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

Regrets: Joe Stanhope, Director, Electoral Area 'G'
Neil Horner, Councillor, Town of Qualicum Beach

CALL TO ORDER

Chair Veenhof called the meeting to order at 2:00pm.

DELEGATIONS

MOVED Commissioner Grier, SECONDED Commissioner Nosworthy to receive the late delegation from S. Beauchesne of Oceanside Track and Field Club.

CARRIED

C. Rayner – Oceanside BMX

Ms. Rayner provided the Commission with additional financial information that was requested by the grant sub-committee so that their grant application could be reconsidered.

W. Cudney – Oceanside Youth Soccer Society (with R. Mohabeer and S. Beauchesne)

Mr. Cudney, President of Oceanside Youth Soccer Society spoke of the challenges that OYSS has as the only major community on the Island without an all-weather field and its effect on players and their families having to travel.

OYSS's intent on coming to this Commission meeting is to start a discussion for finding partners in the community to build an all-weather outdoor artificial turf. They realize that to have an all-weather field that only services soccer is not the best option and want to form partnerships with other organizations such as track and field. As a group they have just over \$200,000 in a fund to contribute to the field development. He sees a turf field as the opportunity for some groups to save on maintenance and upkeep of a grass field.

S. Beauchesne -Oceanside Track and Field Club

Ms. Beauchesne spoke of the proposed rubberized track upgrade that is being considered. She noted that the proposed 3 lanes of 400m around and a 100m 6 lane straight away would be enough for training but not to host any meets. Ideally, partnering with other groups to have a facility to hold sanctioned events would be the best option to satisfy a number of user groups.

Commissioner Grier recommended the groups also present to the Town of Qualicum Beach and City of Parksville’s Councils.

MINUTES

MOVED Commissioner Wiebe SECONDED Commissioner Nosworthy that the Minutes of the Regular District 69 Recreation Commission meeting held March 19, 2015 be approved. CARRIED

MOVED Commissioner Wiebe SECONDED Commissioner Nosworthy that the Minutes of the District 69 Recreation Grants Sub-Committee Minutes held May 12, 2015 be approved. CARRIED

BUISNESS ARISING FROM THE MINUTES

Grant Approvals

MOVED Commissioner Austin, SECONDED Commissioner Nosworthy that the following District 69 Youth Recreation Grant application be approved as amended to include the Oceanside BMX – Gate repair request for \$2500:

Youth Organization	2015
Arrowsmith Community Recreation Association - youth sports program	1,500
Bard to Broadway - Performing Arts Education Series	2,225
Bard to Broadway - Summer Youth Theatre Workshop	955
Kwalikum Secondary School - Dry Grad	1,200
District 69 Family Resource Association - youth drop-in swim passes	1,673
District 69 Family Resource Association - 4-days summer camp activity	442
Parksville and District Rock and Gem Club - equipment	1,500
Ravensong Breakers Aquatic Club- equipment	2,500
Oceanside BMX - starting gate repairs	2,500
Total	14,495

CARRIED

MOVED Commissioner Nosworthy, SECONDED Commissioner Wiebe that the following District 69 Community Recreation Grant applications be approved:

Community Organization	2015
Bow Horne Bay Community Club - Fall Fair children's activity	2,500
Errington Cooperative Preschool - equipment	2,500
Family Resource Association - Special Needs Family Retreat	1,500
Oceanside Building Learning Together Society - equipment, supplies for expansion	1,500
Oceanside Community Arts Council - program supplies	2,000
Parksville Curling Club - light tube replacement	2,200
Qualicum and District Curling Club - ice scrapper replacement	2,500
Vancouver Island Opera – facility rental; print costs	2,000
Total	16,700

CARRIED

COMMUNICATIONS/CORRESPONDENCE

NONE

UNFINISHED BUSINESS

REPORTS

Monthly Update – Oceanside Place – March 2015

Monthly Update – Oceanside Place – April 2015

Mr. Banman gave an overview of the two monthly Oceanside Place reports, noting the success of the Pickle ball start up. He reported that with an approximate \$4,500 investment in equipment the program has paid for itself.

Monthly Update – Ravensong Aquatic Centre –March 2015

Monthly Update – Ravensong Aquatic Centre –April 2015

Mr. Banman gave an overview of the two Ravensong reports, noting that summer schedule changes will be starting soon and he will have an update on staffing in June.

Monthly Update – Northern Recreation Program Services – March 2015

Monthly Update – Northern Recreation Program Services – April 2015

Ms. King gave a summary of the two Northern Recreation reports, highlighting the success of the Spring Break Camps that included one at Moorecroft Regional Park were full with waitlists. She noted that summer hiring and registrations are in full swing and a new 2 day/week Playground camp will start this summer at Qualicum First Nations.

Ms. King and some of her staff attend the BCRPA Symposium in May and she reported the “Unbubble Wrapping Kids” theme throughout the sessions was great information to take away from the conference.

Monthly Update of Community and Regional Parks and Trails Projects – March 2015

Mr. Osborne gave an overview of the two Community and Regional Parks and Trails reports (April’s was handed out). He updated that the Area ‘F’ Meadowood Community park opening will be June 22nd afterschool.

Rubberized Track Surface at Ballenas Sec. School Report

Chair Veenhof gave a history of the Commission’s work on a sports complex in prior years and that the track portion was pulled out so that work could get started and kids on the track.

The Commission members discussed the report and some of the history of a proposed sports complex. They agreed that a need seems to be apparent but support at the grass roots level is required for such a complex to occur in the community. Commissioner Nosworthy noted the importance of phases and having enough space to develop in phases. Commissioner Grier believes the District and municipalities should work together.

Mr. Osborne informed the Commission of the Sportfield Agreement with the RDN, Town of Qualicum, and City of Parksville. If there is one level of local government willing to pay for the capital costs, then the annual operational expenses can be shared by other partners. An example of when Arrowview Elementary school was built, the two municipalities and the RDN provided funds for the field to bring it up to sports field standards so that many sports user could use the field for their games, not just as a school play field and it has become a preferred and well-used field for users.

MOVED Commissioner Nosworthy, SECONDED Commissioner Wiebe that as part of the 2016 District 69 Recreation Services Master Plan development, a needs assessment for an outdoor multi-sport complex be conducted prior to further development of a track complex.

CARRIED

MOVED Commissioner Grier, SECONDED Commissioner Wiebe motion to receive the reports.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Commissioner Nosworthy, SECONDED Commissioner Wiebe that in 2015, staff explore partnerships with the Town of Qualicum, City of Parksville, School District 69, local sports associations , community service organizations and businesses to determine the interest level in funding and operating an outdoor multi-sports complex in District 69.

CARRIED

NEW BUSINESS

Canada’s Sesquicentennial Celebrations

A guide was handed out for commissioners to review for their information

Mr. Banman explained the two types of grants available for Canada 150. One is for a shovel ready upgrade to existing structures that has a deadline of June 2015 and the other has no deadline and to assist in events to celebrate Canada 150.

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy said Arrowsmith Community Recreation Association is actively looking for volunteers for their board and hoping some people can step up.

ADJOURNMENT

MOVED Commissioner Grier that the meeting be adjourned at 3:56 pm.

CARRIED

Chair



REGIONAL DISTRICT OF NANAIMO

**DISTRICT 69 RECREATION COMMISSION
GRANTS COMMITTEE MEETING MINUTES**

**HELD AT 2:00 P.M. ON TUESDAY, MAY 12, 2015
OCEANSIDE PLACE, PARKSVILLE**

Present:

G. Wiebe	District 69 Recreation Commission
N. Horner	District 69 Recreation Commission
R. Nosworthy	District 69 Recreation Commission

Minutes: C. MacKenzie Recreation Programmer

BUDGET

Annual Budget 2015	\$62,500
Surplus from 2014	\$15,728
Total Grants available for 2015	\$78,228

REVIEW OF SPRING 2015 APPLICATIONS

The Grants Committee reviewed applications for Youth and Community Grants. Priority was given to new applicants and/or projects that benefited people in all areas of the Regional District.

Ten applications were received for Youth Grants, requesting \$19,695. Eight Youth Grant applications met grant criteria and are recommended for funding for a total of \$11,995. One application from Oceanside BMX was incomplete and is not recommended for funding. One application from Ravensong Aquatic Club for a competitive swim camp was not recommended for funding.

Eight applications were received for Community Grants, requesting \$21,306. All eight Community Grant applications met the grant criteria and are recommended for funding for a total of \$16,700.

RECOMMENDATIONS

1. That the following District 69 Youth Recreation Grant applications be approved:

Youth Organization	Approved in 2014	Current Request 2015	2015 Recommended
Arrowsmith Community Recreation Association - youth sports program	2,900	1,500	1,500
Bard to Broadway - Performing Arts Education Series	1,500	2,225	2,225

Bard to Broadway - Summer Youth Theatre Workshop	1,000	955	955
Kwalikum Secondary School - Dry Grad	1,200	1,400	1,200
District 69 Family Resource Association - youth drop-in swim passes	1,085	1,673	1,673
District 69 Family Resource Association - 4-days summer camp activity	1,085	442	442
Parksville and District Rock and Gem Club - equipment	0	1,500	1,500
Ravensong Breakers Aquatic Club- equipment	1,000	5,000	2,500
Total			11,995

2. That the following District 69 Community Recreation Grant applications be approved:

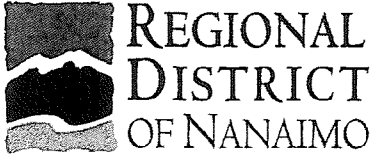
Community Organization	Approved in 2014	Current Request 2015	2015 Recommended
Bow Horne Bay Community Club - Fall Fair children's activity	2,500	2,500	2,500
Errington Cooperative Preschool - equipment	1,000	2,606	2,500
Family Resource Association - Special Needs Family Retreat	1,070	2,500	1,500
Oceanside Building Learning Together Society - equipment, supplies for expansion	0	2,500	1,500
Oceanside Community Arts Council - program supplies	0	4,500	2,000
Parksville Curling Club - light tube replacement	0	2,200	2,200
Qualicum and District Curling Club - ice scrapper replacement	0	2,500	2,500
Vancouver Island Opera – facility rental; print costs	1,200	2,000	2,000
Total			16,700

3. That the following District 69 Recreation Grant applications not be approved:

Community Organization	Approved in 2014	Current Request 2015
Oceanside BMX - starting gate repairs	0	2,500
Ravensong Breakers Aquatic Club- competitive summer camp	0	2,500

ADJOURNMENT

The meeting adjourned at 3:40pm.



RDN REPORT	
CAC APPROVAL	
EAP	
COW	
MAY 11 2015	
RHD	
BOARD	

STAFF REPORT

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: May 11, 2015

FROM: Dean Banman
Manager of Recreation Services

MEETING: D69 Recreation Commission – May 21, 2015

FILE:

SUBJECT: Rubberized Track Surface at Ballenas Secondary School

RECOMMENDATION

That as part of the 2016 District 69 Recreation Services Master Plan development, a needs assessment for an outdoor multi-sport complex be conducted prior to further development of a track complex.

PURPOSE

To provide District 69 Recreation Commission an update regarding Board resolutions #14-260, #14-262 from March 2014 which were as follows:

“That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the Regional District of Nanaimo in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.”

“That the Regional District, School District 69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School.”

BACKGROUND

As directed by the Regional Board, in April 2014 RDN staff approached both School District 69 and Oceanside Track and Field (OTF) representatives. At that time both organizations had more pressing items including school labour dispute and an illness of OTF members that deferred meetings.

RDN staff did carry out the preliminary costing of a three lane and eight lane 400 metre rubberized track at Ballenas which is attached as Appendix ‘I’. Two options were considered and priced. Option #1 is a three lane oval with a six lane straight away using the existing footprint and existing grades for \$380,000, Option #2 is an eight lane oval with a straightaway per BC Athletics specifications for \$1,075,000. This preliminary work was completed in order to provide accurate costing information, confirm viability of the project from a technical aspect, and prepare for possible grant funding opportunities if so directed.

On May 1, 2015 RDN staff met with School District #69 Superintendent Rollie Koop and OTF President Suzanne Beauchesne. Both the School District and OTF reiterated the benefit a three lane rubberized track at Ballenas would provide and indicated their continued willingness to work together on such a project.

The School District confirmed they would continue to allow for community access to the existing track site and would maintain the existing and proposed track at current levels. The School District Board, depending on the level of commitment required, would also consider endorsing any grant applications regarding the project.

Mr. Koop did however note all that at present the School District's top priorities are curriculum based and centered on realignment of schools. Capital projects such as adequate access routes, gathering spaces, and parking at the now combined school facilities are other priority projects at this time. These and other pre-existing planned capital projects make the development of a Maintenance and Capital Plan Agreement for the proposed Rubberized Ballenas Track a challenge at this time.

Ms. Beauchesne indicated that OTF is a small club with limited financial resources. OTF would serve the role as both a grassroots community level spearhead for the project and will assist in the general up keep of the track once complete as they do with the existing track facility.

Both the School District and OTF representatives did relay that they see more value and likely larger community support in the establishment of a multisport complex with possibly an artificial turf field with a track component. Citing recent developments and long established facilities in communities such as Port Alberni, Powell River, Cowichan Valley and Ladysmith, such a facility although more expensive, would benefit more of the existing field user groups which would include school based programs, attract new user groups, provide a venue for casual community use as well as sport tourism.

This sense of potential wider community interest is supported by recent findings related to the Operational and Efficiency Review being conducted by the RDN. While conducting community stakeholder interviews with current user groups, the need/desire for improved and additional field sport facilities was identified as a topic thread.

Proposed in the 2016 RDN budget is a review of the recreation master plan for District 69. Similar to the Board direction made in 2014 that the D69 Arena (Parksville Curling Club) usage be reviewed, a needs assessment of track and sport field usage in District 69 could be incorporated in at that time as well.

ALTERNATIVES

- 1) That the RDN continue with finalizing the design, secure funding sources, and completing an operating agreement of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.
- 2) That as part of the 2016 District 69 Recreation Services Master Plan development, a needs assessment for an outdoor multi-sport complex be conducted prior to any further development of a track complex.
- 3) That alternative direction be provided.

FINANCIAL IMPLICATIONS

In addition to the Tire Stewardship BC Community Grant mentioned in the June 2014 report, both the resurfacing of Ballenas track, the development of an outdoor multi-sport facility and other like project are all eligible under Community Works Fund (CWF). All local governments are provided federal funding through this program. Within District 69, RDN Electoral Areas E, F, G and H, City of Parkville and Town of Qualicum Beach could consider allocating funding through their individual Community Works Funds on a joint initiative.

The development of the proposed rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone rubberized track surface is estimated to cost \$380,000. The cost to develop an outdoor multi-sport complex (8 lane rubberized track, grass infield suitable for field sports and separate section for athletic field events) would be dependent on location, land acquisition costs, servicing costs. In 2010 the RDN commissioned a track and field feasibility study which included the above option at an estimated cost of \$2,546,776. This estimate did include site utilities but did not include land acquisition costs.

The Northern Community Recreation Services Reserve Fund Bylaw #1588 does allow for the operating and capital construction of either a rubberized track at Ballenas or an outdoor multi-sport complex. Currently the balance in this reserve fund is approximately \$52,000. If the RDN wishes to commit to more than what is available through Community Works Funds from willing participants or funding that is available in the reserve bylaw, a borrowing Bylaw would be required.

STRATEGIC PLAN IMPLICATIONS

The fitness and social benefits derived from investments made in programs and facilities that support activities such as athletics and field sports are recognized within the strategic goals for the RDN Recreation and Parks. Since being identified in the 2006 District 69 Recreation Services Master Plan consideration has been given to the possible construction of a track and field facility. An improvement to the track at Ballenas Secondary School or a larger scale facility would increase the development of existing users as well as offer more opportunities for the community.

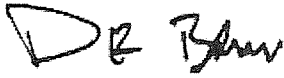
SUMMARY

RDN staff have met with School District #69 officials and the executive from the Oceanside Track and Field Club to discuss formal support in working with the Regional District of Nanaimo in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.

Officials at School District 69 and Oceanside Track and Field (OTF) see value in improving Ballenas track however at this time have other pressing capital projects and operational needs (SD#69) or limited resources (OTF) to participate in the project.

Both organizations see greater value in further discussions with a large scope of field user groups, elected officials and the District 69 community as a whole in the advancement of an outdoor multi-sport facility in District 69.

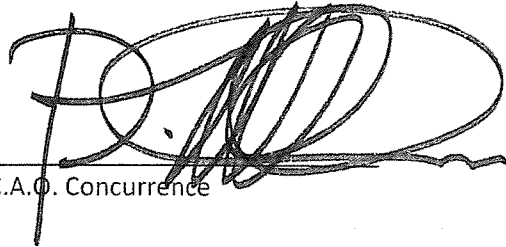
With the new Recreation Services Master plan for District 69 scheduled to be developed in 2016, it is recommended that a needs assessment for an outdoor multi-sport complex be conducted prior to further development of a track complex at Ballenas Secondary.



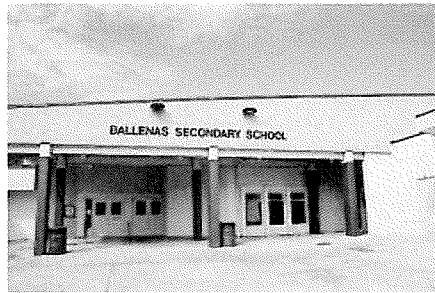
Report Writer



GM Concurrence



C.A.O. Concurrence

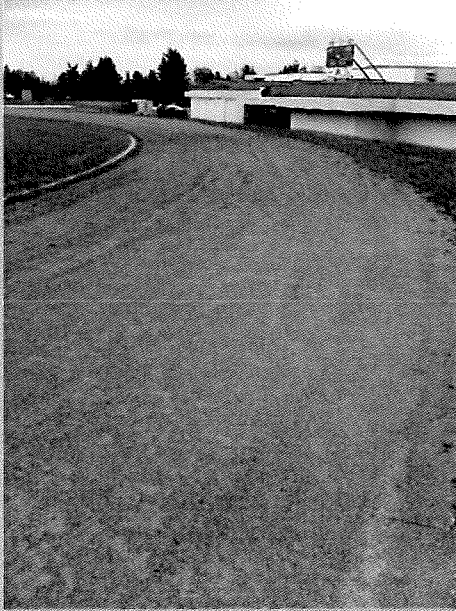


Ballenas Secondary School – Parksville

Running Track Assessment Project

December 2014

Introduction & Assessment



Ballenas Track and Field Complex

Marathon Surfaces was asked to provide a brief assessment, and recommendations for future track surfacing at Ballenas Secondary School.

INVENTORY OF CURRENT FACILITY

- 400 m
- 4 - 6 lanes
- Cinder track
- Football natural grass field
- Long jump runway

ASSESSMENT

The current running track consists of a 4 to 6 lane cinder surface, with a 6" inside concrete curb. Inside the running track there is a natural grass sports field. There is a small concrete pad outside of the running track oval which could be used for a high jump and a separate long jump runway and pit.

The objective of this report is to assess the track oval distance, elevation and base composition.

Summary of Track Conditions



Straightaway

The distance of the current cinder track oval will accommodate a BC Athletics 400 m running track.

The track width does vary, but will accommodate a 4 lane oval with a 6 lane 400 m straight away.

Both straightaways are the same elevation; unfortunately the west end of the running track is 1.2 m higher in elevation than the east end (i.e. Ballenas High School end)

Summary of Track Conditions



Core sample



Trees that require root barrier

Base Summary

The base construction is comprised of cinders and 20 mm minus aggregate. The depth of this material is approximately 30 mm. This base material would be suitable to install a 65 mm asphalt surface, with a 13 mm synthetic rubberized surface.

There is migration of organic material on the inside and the outside of the track. There is a tree on the north side that requires root barrier. It is also recommended to install root barrier along the entire straight away on the south side, as there are multiple trees along this south side.

Summary of Track Conditions



Projected Use of the Facility

The current facility would be functional for a training centre, local track meets and community fitness. The elevation differences from one end to the other, does not meet BC Athletics specifications, and would not be certified for any BC Athletics sanctioned events. It would be important for the Regional District and the School District to define the functionality of the facility.

Would you like to retain the facility for training, community fitness, and high school fitness? Or would you like to use this facility for track competition?

Conclusion

BUDGET COSTS

Option #1 – Using existing footprint and existing grades

Number of lanes: 3 oval (1.2 m wide) and a 6 lane straight
Area: 2500 sq. m.

Minor grading, supply and install 65mm asphalt	\$120,000.00
Root barrier	\$10,000.00
Synthetic track surfacing – Spurtan BV sandwich system, line markings	\$175,000.00
Long jump runways and pit (includes construction and surfacing for one)	\$25,000.00
Survey, engineering and design	\$30,000.00
Contingency	<u>\$20,000.00</u>
TOTAL	\$380,000.00

Option #2 – Change footprint to meet BC Athletics specifications

Number of lanes: 8 lane (1.2 m wide)
Area: 5,000 sq.meters

Civil work (concrete curb, drainage, root barrier, asphalt)	\$500,000.00
Synthetic track surfacing – Spurtan BV sandwich system, line markings	\$350,000.00
Long jump runway and pit (includes construction and surfacing for one long jump pit)	\$25,000.00
Construction and surfacing for high jump area	\$90,000.00
Survey, engineering and design	\$60,000.00
Contingency	<u>\$50,000.00</u>
TOTAL	\$1,075,000.00



Thank you very much for the opportunity to provide the Regional District and the School District some preliminary information on the track facility a Ballenas Secondary School.

If you require further information, please do not hesitate to contact us.



Spartan BV – sandwich system



**MINUTES OF THE REGULAR MEETING OF THE
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD
HELD ON THURSDAY, MAY 7, 2015 9:00 AM IN THE PARKSVILLE FORUM**

Present:	M. Lefebvre, Chair B. Luchtmeijer J. Stanhope B. Rogers	City of Parksville Town of Qualicum Beach Regional District of Nanaimo Regional District of Nanaimo
Also Present:	M. Donnelly R. Alexander W. Idema G. St. Pierre P. Thorkelsson M. Squire L. Butterworth B. Weir R. Graves	Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo City of Parksville City of Parksville Town of Qualicum Beach Recording Secretary
Regrets:	F. Manson S. Powell	City of Parksville City of Parksville

CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 9:00AM.

ELECTION OF CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Chairperson for the year 2015.

Director Rogers nominated Mayor Marc Lefebvre.

There being no further nominations, the Chief Administrative Officer declared Mayor Marc Lefebvre as Chairperson of the Board for 2015.

MINUTES

MOVED Director Luchtmeijer, SECONDED Director Rogers, that the minutes of the regular meeting of the Arrowsmith Water Service Management Board held June 5, 2014 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

AWS Joint Venture Draft Financial Statement, year ending December 2014. M. McGorman (Verbal Presentation)

M. McGorman presented the draft financial statement and commented that in their opinion, this financial statement presents fairly, in all material respects, the financial position of the Joint Venture as at December 31, 2014 and the results of its operations for the year then ended in accordance with Canadian public sector accounting standards.

MOVED Director Luchtmeijer, SECONDED Director Rogers that the AWS Joint Venture Draft Financial Statement be received and approved.

CARRIED

Arrowsmith Water Services 2015-2019 Financial Plan. (M. Squire – verbal presentation)

M. Squire presented the AWS 2015-2019 Financial Plan. The 2015-2019 Financial Plan was developed in an effort to outline funding requirements for operations, maintenance and capital expenditures for the next five years and has been prepared for consideration by the AWS Management Board.

MOVED Director Luchtmeijer, SECONDED Director Rogers that the Arrowsmith Water Services 2015-2019 Financial Plan be adopted.

CARRIED

Arrowsmith Lake Reservoir Status. (Verbal)

M. Squire provided a verbal presentation to the Board on the lake levels. The Arrowsmith Lake Reservoir is full but this year was a deficit year for snow pack. River flows during the dry summer months will be managed using the operational rule curve to ensure adequate flows are available.

MOVED Director Rogers, SECONDED Director Luchtmeijer that the Arrowsmith Lake Reservoir Status verbal report be received.

CARRIED

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

QUESTIONS

The Chair opened the floor to questions and comments.

Pat Powell questioned if the clay banks sluffing was near the Rivers Edge development?

Mike Squire replied that they are adjacent to the Rivers Edge development on Kaye Road.

Pat Powell asked about the possibility of re-vegetating the top of the bank area to hold the ground.

Paul Thorkelsson indicated the issue was the infiltration at lower levels and not a surficial issue, so additional vegetation or buffering at the top of slope wouldn't prevent the sluffing. The water coming through at lower levels has caused the sluffing.

Charlie Stone questioned if the presentation slide on the Arrowsmith Lake levels showed a comparison of snow in our water shed from last year.

Mike Squire answered that the snow pillow is not represented in that graph but strictly lake levels.

NEXT MEETING

The next meeting of the AWS Management Board will be at the discretion of staff.

ADJOURNMENT

MOVED Director Rogers, SECONDED Director Luchtmeijer that the meeting be adjourned.

CARRIED

Marc Lefebvre, CHAIRPERSON



DATE: April 23, 2015

REPORT TO: ARROWSMITH WATER SERVICE MANAGEMENT BOARD

FROM: ARROWSMITH WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: AWS 2015 – 2019 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE AWS 2015 – 2019 FINANCIAL PLAN

EXECUTIVE SUMMARY:

A Five Year 2015 – 2019 Financial Plan is required in an effort to identify future operations, maintenance and capital expenditures. The Community Charter requirements are that current year budgets be passed by May 15.

RECOMMENDATION(S):

1. THAT the report from the Arrowsmith Water Service Management Committee dated April 23, 2015 entitled AWS 2015 - 2019 Financial Plan be received;
2. AND THAT the Arrowsmith Water Service Management Board accept the 2015 – 2019 Financial Plan as outlined in Table 1 attached to the April 23, 2015 report,
3. AND THAT the Arrowsmith Water Service Management Board recommend the Joint Ventures adopt their portion of the 2015 – 2019 Financial Plan as outlined in Table 2 attached to the April 23, 2015 report.

BACKGROUND:

A 2015 – 2019 Financial Plan was developed in an effort to outline funding requirements for operations, maintenance and capital expenditures for the next five years. A 2015 – 2019 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

OPTIONS:

1. Adopt the recommended budget

The AWS Management Board could adopt the 2015 – 2019 Financial Plan reflected on Table 1.

2. Adopt a different budget, or defer adoption

The AWS Management Board could adopt a different 2015 – 2019 Financial Plan from that reflected on Table 1, or defer adoption to a different date. This would require that direction be given to the AWS Management Committee.

ANALYSIS:

1. The AWS Management Board could accept the 2015 – 2019 Financial Plan reflected on Table 1. This would allow completion of necessary operations and maintenance projects.
2. The AWS Management Board could reject the 2015 – 2019 Financial Plan reflected on Table 1.

FINANCIAL:

The 2015 - 2019 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

REFERENCES:

- AWS 2014 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated April 23, 2015 showing the recommended AWS - 2015 – 2019 Financial Plan and Table 2 showing each Joint Venture's requisition share.

TABLE 1 ARROWSMITH WATER SERVICE 2015 - 2019 FINANCIAL PLAN (\$)														
GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
REVENUE														
Parkville Requisition (63.9% for Admin and Maintenance, Ops based on flow)	91,799	76,292	110,116	145,235	78,878	109,690	122,580	76,093	104,907	87,693	88,607	89,996	91,413	92,858
RDN Requisition (22.4% for Admin and Maintenance, Ops based on flow)	31,634	26,902	39,571	69,162	31,269	36,013	40,364	26,051	36,205	28,694	28,974	29,419	29,873	30,336
Qualicum Requisition (13.7% - for Admin and Maintenance Only)	19,022	16,547	24,782	53,214	21,288	20,968	22,851	14,011	20,386	16,413	16,561	16,810	17,064	17,323
Joint Venture Requisitions	142,455	119,741	174,469	267,611	131,435	166,672	185,795	116,155	161,498	132,800	134,142	136,225	138,349	140,516
Other Revenue	0	0	8,497	0	0	0	0	0	0	0	0	0	0	0
Logging Revenue	7,500													
Grants														
Transfer From Reserves														
Reserve for Future Expenditures														
Carry-Forward Reserve														
Total Other Revenue	149,955	119,741	182,966	267,611	131,435	166,672	185,795	116,155	161,498	132,800	134,142	136,225	138,349	140,516
EXPENDITURES														
Operating														
Administration														
Salaries and Wages	437	284	433	607	1,548	4,496	7,841	6,336	5,947	6,200	6,324	6,450	6,579	6,711
Memberships Sub.							90	357	60	100				
Contracts		363	340			1,628	729	2,837	2,837	600				
Consulting						11,816	5,370	30,072						
Legal Fees						9,880								
Audit fees	1,400	2,100	2,100	2,100	4,375	4,172	4,172	4,100	4,100		0	0	0	0
Licenses and Insurance	38,659	43,033	44,267	45,544	45,197	49,226	35,851	35,538	48,193	48,500	49,470	50,459	51,469	52,498
Advertising							180							
Photocopy Supplies							74							
Office Supplies						91	15							
Tel / Cable						605								
Meetings					190	1,599	381	33	20	100	102	104	106	108
Parts, Materials & Supplies	369	96	147	120		408	999	73		500	510	520	531	541
Courier / Delivery						36	19							
Equip. Res. Charge Out	44	10	72	77	107	20	15							
Total Administration	40,909	45,886	47,359	48,448	51,417	83,876	55,736	46,437	91,229	56,000	56,406	57,534	58,685	59,858
Operations														
Salaries & Wages	5,807	3,968	5,381	2,070	1,398	6,905	7,999	6,591	5,947	6,200	6,324	6,450	6,579	6,711
Contracts	2,568	3,726	10,519	5,086	2,505	3,690	8,143	3,558	2,568	4,100	4,182	4,266	4,351	4,438
Consulting				275					0	0	0	0	0	0
Equipment Rental	386	386	386	386	386	386	0	535	0	0	0	0	0	0
Licenses and Insurance														
Meetings		129				365				500	510	520	531	541
Parts, Materials and Supplies	1,537	85	4,959	7,924	49	614	1,124	2,776	1,426	2,000	2,040	2,081	2,122	2,163
Oil and Gas							1,549	377	331	0	0	0	0	0
Natural Gas					988	1,422	185	45	2,422	0	0	0	0	0
Equip Res. Charge Out	1,116	469	792	283	123	236	185	45	0	200	204	208	212	216
Total Operations	11,413	8,763	22,038	16,023	5,449	13,619	19,000	13,882	12,694	13,000	13,260	13,525	13,796	14,072

Table 1 - AWS 2015 - 2019 Financial Plan

April 23, 2015

GL Account	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget
Maintenance														
4-2-25-7012	22,227	16,315	17,966	23,893	11,538	10,284	25,023	13,228	21,230	22,000	22,440	22,889	23,347	23,814
Salaries & Wages														
4-2-25-7012-300	24	3,275	27,069	54,649	3,438	12,811	5,969	4,624	1,462	4,000	4,080	4,162	4,245	4,330
Conferences / Seminars / Travel	1,504	2,467		7,508		3,751	26,965	1,083		400	408	416	424	433
Contract	1,503			213						400	408	416	424	433
Consulting	16,848	2,782	17,956	4,363	2,426	3,406	13,086	3,624	1,427	5,000	5,100	5,202	5,306	5,412
Equipment Lease and Rental				437	107	2,104	188							
4-2-25-7012-340		86	37											
Materials and Supplies		45	75	42		304			40	100	102	104	106	108
4-2-25-7012-450	2,780	2,242	1,190	203	1,885				43	100	102	104	106	108
Small Tools, Equipment & Furniture	2,226	1,599	1,424	2,147	1,278	867	3,082	1,315	1,684					
4-2-25-7012-452														
Gas & Oil	47,111	28,810	65,716	93,706	18,787	35,512	74,313	23,874	25,886	32,000	32,640	33,293	33,959	34,638
Courier and Delivery														
Equip Res. Charge Out														
4-2-25-7012-800														
Total Maintenance														
Road Maintenance														
4-2-25-7013				466	90	146	835	689	495	500	510	520	531	541
Salaries & Wages														
4-2-25-7013-300	25	0	0	0	0	0	5,796	161	263	300	306	312	318	325
Contracts														
4-2-25-7013-330				600	611	611	720	720	720	800	816	832	849	866
Insurance and Licences														
4-2-25-7013-400				65	15	24	114	392	212	200	204	208	212	216
Equip Res. Charge Out														
4-2-25-7013-800	25	0	0	1,131	715	780	6,745	1,962	1,690	1,800	1,836	1,873	1,910	1,948
Total Road Maintenance														
Total Administration, Operations and Maintenance	99,459	83,459	135,112	159,307	76,368	133,888	155,794	86,156	131,499	102,800	104,142	106,225	108,349	110,516
Transfer to Reserves	30,000	30,000	30,000	24,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total	129,459	113,459	165,112	183,307	106,368	163,888	185,794	116,156	161,499	132,800	134,142	136,225	138,349	140,516
Capital														
Capital Planning	4,980	727	4,480	84,304	16,714	2,784								
Equipment	15,516		13,373		8,353									
Engineering, Consulting, Legal Fees														
AWS Road														
4-6-25-9701-331														
Radio Connection	5,555													
4-6-25-9704-450														
River Intake / Treatment Prop. Acquisition														
Administration														
Total Capital	20,496	6,282	17,853	84,304	25,067	2,784	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	149,955	119,741	182,966	267,611	131,435	166,672	185,794	116,156	161,499	132,800	134,142	136,225	138,349	140,516
Capital Planning Grant	7,500													
Transfer from Reserves														
TOTAL EXPENDITURES (with Grant)	142,455	119,741	182,966	267,611	131,435	166,672	185,794	116,156	161,499	132,800	134,142	136,225	138,349	140,516

TABLE 2
City of Parksville Requisition - AWS
2015 - 2019 FINANCIAL PLAN (\$)

REVENUE	GL Account	2005 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Parksville Requisition		91,799	76,292	110,116	145,235	78,878	109,690	123,168	77,472	106,168	87,693	88,607	89,996	91,413	92,858
Other Revenue		0	0	5,430	0	0	0	0	0	0	0	0	0	0	0
Logging Revenue		2,500	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserve for Future Expenditure		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue		2,500	0	5,430	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE		96,799	76,292	120,975	145,235	78,878	109,690	123,168	77,472	106,168	87,693	88,607	89,996	91,413	92,858
EXPENDITURES															
Operating															
Administration															
Salaries and Wages	4-2-25-7010-300	279	182	277	388	989	2,873	5,010	4,049	3,800	3,962	4,041	4,122	4,204	4,288
Memberships Sub.	4-2-25-7010-311	0	0	0	0	0	0	58	228	38	64	0	0	0	0
Contracts	4-2-25-7010-330	0	232	217	0	0	1,040	466	0	1,813	383	0	0	0	0
Consulting	4-2-25-7010-331	0	0	0	0	0	7,550	3,431	0	19,216	0	0	0	0	0
Legal Fees	4-2-25-7010-332	0	0	0	0	0	6,313	0	0	0	0	0	0	0	0
Audit fees	4-2-25-7010-333	895	1,342	1,342	1,342	2,796	2,666	2,666	2,620	2,620	0	0	0	0	0
Licenses and Insurance	4-2-25-7010-400	24,703	27,498	28,287	29,102	28,881	31,456	22,909	22,709	30,795	30,992	31,611	32,244	32,888	33,546
Advertising	4-2-25-7010-410	0	0	0	0	0	0	115	0	0	0	0	0	0	0
Photocopy Supplies	4-2-25-7010-411	0	0	0	0	0	0	47	0	0	0	0	0	0	0
Office Supplies	4-2-25-7010-414	0	0	0	0	0	58	10	0	0	0	0	0	0	0
Tel / Cable	4-2-25-7010-422	0	0	0	0	0	387	0	0	0	0	0	0	0	0
Meetings	4-2-25-7010-423	236	61	94	77	121	1,022	243	21	13	64	65	66	68	69
Parts, Materials & Supplies	4-2-25-7010-450	0	0	0	0	0	261	638	47	0	320	326	332	339	346
Courier / Delivery	4-2-25-7010-452	0	0	0	0	0	23	12	0	0	0	0	0	0	0
Equip. Res. Charge Out	4-2-25-7010-800	28	6	46	49	68	13	10	0	0	0	0	0	0	0
Total Administration		26,141	29,321	30,262	30,958	32,856	53,661	35,615	29,673	58,295	35,784	36,043	36,764	37,500	38,250
Operations (based on water used - 5 year avg.)															
Salaries & Wages	4-2-25-7011-300	3,711	2,536	3,439	1,323	893	6,028	6,983	5,754	5,192	5,313	5,420	5,528	5,639	5,751
Contracts	4-2-25-7011-330	1,641	2,381	6,722	3,250	1,601	3,222	7,109	3,106	2,242	3,514	3,584	3,656	3,729	3,803
Consulting	4-2-25-7011-331	0	0	0	176	0	0	0	0	0	0	0	0	0	0
Equipment Rental	4-2-25-7011-340	247	247	247	247	247	337	0	467	0	0	0	0	0	0
Licenses and Insurance	4-2-25-7011-400	0	82	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	4-2-25-7011-423	982	54	3,169	5,063	31	536	981	2,423	1,245	1,714	1,748	446	455	464
Parts, Materials and Supplies	4-2-25-7011-450	0	0	0	0	0	0	1,352	329	289	0	0	0	1,819	1,855
Oil and Gas	4-2-25-7011-460	0	0	0	0	0	0	0	0	2,114	0	0	0	0	0
Natural Gas	4-2-25-7011-462	713	300	506	181	79	206	162	39	171	171	175	178	182	186
Equip Res. Charge Out	4-2-25-7011-800	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operations		7,293	5,600	14,082	10,239	3,482	11,889	16,587	12,119	11,082	11,141	11,364	11,591	11,823	12,059

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Maintenance														
4-2-25-7012-300 Salaries & Wages	14,203	10,426	11,460	15,267	7,373	6,571	15,990	8,453	13,566	14,058	14,339	14,626	14,918	15,217
4-2-25-7012-307 Conferences / Seminars / Travel	15	0	0	160	0	0	0	0	0	0	0	0	0	0
4-2-25-7012-330 Contract	961	2,093	17,297	34,921	2,197	8,186	3,814	2,955	934	2,556	2,607	2,659	2,712	2,767
4-2-25-7012-331 Consulting	960	1,576	0	4,798	0	2,397	17,231	692	0	256	261	266	271	277
4-2-25-7012-340 Equipment Lease and Rental	0	0	0	136	0	0	0	0	0	256	261	266	271	277
4-2-25-7012-450 Small Tools, Equipment & Furniture	10,766	1,778	11,474	2,788	1,550	2,177	8,362	2,316	912	3,195	3,259	3,324	3,391	3,458
4-2-25-7012-451 Courier and Delivery	0	55	24	279	68	1,344	120	0	0	0	0	0	0	0
4-2-25-7012-452 Gas & Oil	1,777	1,432	760	130	0	1,269	0	0	26	64	65	66	68	69
4-2-25-7012-800 Equip Res. Charge Out	1,422	1,022	910	1,372	817	554	1,969	840	1,076	0	0	0	0	0
Total Maintenance	30,104	18,410	41,992	59,878	12,005	22,692	47,486	15,255	16,541	20,448	20,857	21,274	21,700	22,134
Road Maintenance														
4-2-25-7013-300 Salaries & Wages	0	0	0	298	58	93	534	441	316	320	326	332	339	346
4-2-25-7013-330 Contracts	16	0	0	0	0	0	3,703	103	168	192	196	199	203	208
4-2-25-7013-400 Insurance and Licences	0	0	0	383	390	390	0	460	460	511	521	532	542	553
4-2-25-7013-800 Equip Res. Charge Out	0	0	0	42	9	15	73	250	135	128	130	133	136	138
Total Road Maintenance	16	0	0	723	457	499	4,310	1,254	1,080	1,150	1,173	1,197	1,221	1,245
Total Administration, Operations and Maintenance	63,554	53,331	86,337	101,797	48,799	88,741	103,998	58,302	86,998	68,523	69,437	70,826	72,243	73,688
4-2-25-7014-821 Transfer to Reserves	19,170	19,170	19,170	15,336	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170
Total	82,724	72,501	105,507	117,133	67,969	107,911	123,168	77,472	106,168	87,693	88,607	89,996	91,413	92,858
Capital														
4-6-25-9701-331 Capital Planning	1,660	242	1,493	28,101	5,571	1,779	0	0	0	0	0	0	0	0
Equipment	9,915	0	8,546	0	5,337	0	0	0	0	0	0	0	0	0
Legal Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AWS Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Radio Connection	0	3,549	0	0	0	0	0	0	0	0	0	0	0	0
River Intake / Treatment Prop. Acquisition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital	11,575	3,792	10,039	28,101	10,909	1,779	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	94,299	76,292	115,546	145,235	78,878	109,690	123,168	77,472	106,168	87,693	88,607	89,996	91,413	92,858
Capital Planning Grant	4,793													
Transfer from Reserves														
TOTAL EXPENDITURES (with Grant)¹	89,506	76,292	115,546	145,235	78,878	109,690	123,168	77,472	106,168	87,693	88,607	89,996	91,413	92,858

TABLE 2
Regional District of Nanaimo Requisition - AWS
2015 - 2019 FINANCIAL PLAN (\$)

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
REVENUE														
Other Revenue	31,634	26,902	39,571	69,162	31,269	36,013	39,775	24,672	34,944	28,694	28,974	29,419	29,873	30,336
Logging Revenue	0	0	1,903	0	0	0	0	0	0	0	0	0	0	0
Grants	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	2,500	0	1,903	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	36,634	26,902	43,377	69,162	31,269	36,013	39,775	24,672	34,944	28,694	28,974	29,419	29,873	30,336
EXPENDITURES														
Operating														
Administration														
Salaries and Wages	98	64	97	136	347	1,007	1,756	1,419	1,332	1,389	1,417	1,445	1,474	1,503
Memberships Sub.	0	0	0	0	0	0	20	80	13	22	0	0	0	0
Contracts	0	81	76	0	0	365	163	0	635	134	0	0	0	0
Consulting	0	0	0	0	0	2,647	1,203	0	6,736	0	0	0	0	0
Legal Fees	0	0	0	0	0	2,213	0	0	0	0	0	0	0	0
Audit fees	314	470	470	470	980	934	934	918	918	0	0	0	0	0
Licenses and Insurance	8,660	9,639	9,916	10,202	10,124	11,027	8,031	7,961	10,795	10,864	11,061	11,303	11,529	11,760
Advertising	0	0	0	0	0	0	40	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	0	0	0	17	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	20	3	0	0	0	0	0	0	0
Tel/ Cable	0	0	0	0	0	136	0	0	0	0	0	0	0	0
Meetings	83	22	33	27	43	358	85	7	4	22	23	23	24	24
Parts, Materials & Supplies	0	0	0	0	0	91	224	16	114	112	114	117	119	121
Courier / Delivery	0	0	0	0	0	8	4	0	0	0	0	0	0	0
Equip. Res. Charge Out	10	2	16	17	24	4	3	0	0	0	0	0	0	0
Total Administration	9,164	10,278	10,608	10,852	11,517	18,811	12,485	10,402	20,435	12,544	12,635	12,888	13,145	13,408
Operations (12.7% - based on avg. flow req'd.)														
Salaries & Wages	1,301	889	1,205	464	313	877	1,276	1,276	1,276	1,436	1,436	1,436	1,436	1,436
Contracts	575	835	2,356	1,139	561	469	1,034	452	326	887	904	922	941	960
Consulting	0	0	0	62	0	0	0	0	0	586	598	610	622	635
Equipment Rental	0	0	0	0	0	0	0	68	0	0	0	0	0	0
Licenses and Insurance	86	86	86	86	86	49	0	0	0	0	0	0	0	0
Meetings	0	29	0	0	0	46	0	0	0	72	73	74	76	77
Parts, Materials and Supplies	344	19	1,111	1,775	11	78	143	353	181	286	292	298	304	310
Oil and Gas	0	0	0	0	0	197	0	48	42	0	0	0	0	0
Natural Gas	0	0	0	0	221	181	0	0	308	0	0	0	0	0
Equip Res. Charge Out	250	105	177	63	28	30	23	6	0	29	29	30	30	31
Total Operations	2,557	1,963	4,936	3,589	1,221	1,730	2,413	1,763	1,612	1,869	1,896	1,934	1,973	2,012

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Maintenance														
Salaries & Wages	4,979	3,655	4,024	5,352	2,585	2,304	5,605	2,963	4,756	4,928	5,027	5,127	5,230	5,334
Conferences / Seminars / Travel	5	0	0	56	0	0	0	0	0	0	0	0	0	0
Contract	337	734	6,063	12,241	770	2,870	1,337	1,036	327	896	914	932	951	970
Consulting	337	553	0	1,682	0	840	6,040	243	0	90	91	93	95	97
Equipment Lease and Rental	0	0	0	48	0	0	0	0	0	90	91	93	95	97
Small Tools, Equipment & Furniture	3,774	623	4,022	977	543	763	2,931	812	320	1,120	1,142	1,165	1,189	1,212
Counter and Delivery	0	19	8	98	24	471	42	0	0	0	0	0	0	0
Gas & Oil	0	10	17	9	0	68	0	0	9	22	23	23	24	24
Equip Res. Charge Out	623	502	266	46	0	445	0	10	10	22	23	23	24	24
Total Maintenance	10,553	6,453	14,720	20,990	4,208	7,955	16,646	5,348	5,798	7,168	7,311	7,458	7,607	7,759
Road Maintenance														
Salaries & Wages	0	0	0	104	20	33	187	154	111	112	114	117	119	121
Contracts	6	0	0	0	0	0	1,298	36	59	67	70	70	71	73
Insurance and Licences	0	0	0	134	137	137	0	161	161	179	183	186	190	194
Equip Res. Charge Out	0	0	0	15	3	5	25	88	47	45	46	47	48	48
Total Road Maintenance	6	0	0	253	160	175	1,511	440	379	403	411	419	428	436
Total Administration, Operations and Maintenance	22,279	18,695	30,265	35,685	17,106	28,670	33,055	17,952	28,224	21,974	22,254	22,699	23,153	23,616
Transfer to Reserves	6,720	6,720	6,720	5,376	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720
Total	28,999	25,415	36,985	41,061	23,826	35,390	39,775	24,672	34,944	28,694	28,974	29,419	29,873	30,336
Capital														
Capital Planning	1,660	242	1,493	28,101	5,571	624	0	0	0	0	0	0	0	0
Equipment	3,476	0	2,996	0	1,871	0	0	0	0	0	0	0	0	0
Engineering, Consulting, Legal Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AWS Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Radio Connection	0	1,244	0	0	0	0	0	0	0	0	0	0	0	0
River Intake / Treatment Prop. Acquisition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital	5,136	1,487	4,489	28,101	7,442	624	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	34,134	26,902	41,474	69,162	31,269	36,013	39,775	24,672	34,944	28,694	28,974	29,419	29,873	30,336
Capital Planning Grant	1,660													
Transfer from Reserves														
TOTAL EXPENDITURES (with Grant) †	32,454	26,902	41,474	69,162	31,269	36,013	39,775	24,672	34,944	28,694	28,974	29,419	29,873	30,336

TABLE 2
Town of Qualicum Beach Requisition - AWS
2015 - 2019 FINANCIAL PLAN (\$)

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
REVENUE														
Town of Qualicum Beach Requisition	19,022	16,547	24,782	53,214	21,288	20,968	22,851	14,011	20,386	16,413	16,561	16,810	17,064	17,323
Other Revenue	0	0	1,164	0	0	0	0	0	0	0	0	0	0	0
Logging Revenue	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserve for Future Expenditure Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	2,500	0	1,164	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	24,022	16,547	27,110	53,214	21,288	20,968	22,851	14,011	20,386	16,413	16,561	16,810	17,064	17,323
EXPENDITURES														
Operating														
Administration														
4-2-25-7010-300 Salaries and Wages	60	39	59	83	212	616	1,074	868	815	849	866	884	901	919
4-2-25-7010-311 Memberships Sub.	0	0	0	0	0	0	12	49	8	14	0	0	0	0
4-2-25-7010-330 Contracts	0	50	47	0	0	223	100	0	389	82	0	0	0	0
4-2-25-7010-331 Consulting	0	0	0	0	0	1,619	736	0	4,120	0	0	0	0	0
4-2-25-7010-332 Legal Fees	0	0	0	0	0	1,354	0	0	0	0	0	0	0	0
4-2-25-7010-333 Audit fees	192	288	288	288	599	572	572	562	562	0	0	0	0	0
Licenses and Insurance	5,296	5,895	6,065	6,239	6,192	6,744	4,912	4,969	6,602	6,645	6,777	6,913	7,051	7,192
4-2-25-7010-410 Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4-2-25-7010-411 Photocopy Supplies	0	0	0	0	0	0	10	0	0	0	0	0	0	0
4-2-25-7010-414 Office Supplies	0	0	0	0	0	12	2	0	0	0	0	0	0	0
4-2-25-7010-422 Tel / Cable	0	0	0	0	0	83	0	0	0	0	0	0	0	0
Meetings	51	13	20	16	26	219	52	5	3	14	14	14	15	15
4-2-25-7010-423 Parts, Materials & Supplies	0	0	0	0	0	56	137	10	0	69	70	71	73	74
4-2-25-7010-450 Courier / Delivery	0	0	0	0	0	5	3	0	0	0	0	0	0	0
4-2-25-7010-452 Equip. Res. Charge Out	0	0	0	0	0	0	2	0	0	0	0	0	0	0
4-2-25-7010-800 Total Administration	6	1	10	11	15	3	2	0	0	0	0	0	0	0
Total Administration	5,605	6,286	6,488	6,637	7,044	11,505	7,636	6,362	12,498	7,672	7,728	7,882	8,040	8,201
Operations														
4-2-25-7011 Salaries & Wages	796	544	737	284	192	0	0	0	0	0	0	0	0	0
4-2-25-7011-300 Contracts	352	510	1,441	697	343	0	0	0	0	0	0	0	0	0
4-2-25-7011-330 Consulting	0	0	0	38	0	0	0	0	0	0	0	0	0	0
4-2-25-7011-331 Equipment Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4-2-25-7011-340 Licenses and Insurance	53	53	53	53	53	0	0	0	0	0	0	0	0	0
4-2-25-7011-400 Meetings	0	18	0	0	0	0	0	0	0	0	0	0	0	0
4-2-25-7011-423 Parts, Materials and Supplies	211	12	679	1,086	7	0	0	0	0	0	0	0	0	0
4-2-25-7011-450 Oil and Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4-2-25-7011-460 Natural Gas	0	0	0	0	135	0	0	0	0	0	0	0	0	0
4-2-25-7011-462 Equip. Res. Charge Out	153	64	109	39	17	0	0	0	0	0	0	0	0	0
4-2-25-7011-800 Total Operations	1,564	1,201	3,019	2,195	747	0	0	0	0	0	0	0	0	0

GL Account	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Maintenance														
Salaries & Wages	3,045	2,235	2,461	3,273	1,581	1,409	3,428	1,812	2,909	3,014	3,074	3,136	3,198	3,262
Conferences / Seminars / Travel	3	0	0	34	0	0	0	0	0	0	0	0	0	0
Contract	206	449	3,708	7,487	471	1,755	818	633	200	548	559	570	582	593
Consulting	206	338	0	1,029	0	514	3,694	148	0	55	56	57	58	59
Equipment Lease and Rental	0	0	0	29	0	0	0	0	0	55	56	57	58	59
Small Tools, Equipment & Furniture	2,308	381	2,460	598	332	467	1,793	496	195	685	699	713	727	741
Courier and Delivery	0	12	5	60	15	288	26	0	0	0	0	0	0	0
Gas & Oil	0	6	10	6	42	42	0	0	5	14	14	14	15	15
Equip Res. Charge Out	381	307	163	28	0	272	163	0	6	14	14	14	15	15
Total Maintenance	6,454	3,947	9,003	12,838	2,574	4,865	10,181	3,271	3,546	4,384	4,472	4,561	4,652	4,745
Road Maintenance														
Salaries & Wages	0	0	0	64	12	20	114	94	68	69	70	71	73	74
Contracts	3	0	0	0	0	0	794	22	36	41	42	43	44	44
Insurance and Licences	0	0	0	82	84	84	0	99	99	110	112	114	116	119
Equip Res. Charge Out	0	0	0	9	2	3	16	54	29	27	28	29	29	30
Total Road Maintenance	3	0	0	155	98	107	924	269	232	247	252	257	262	267
Total Administration, Operations and Maintenance	13,626	11,434	18,510	21,825	10,462	16,477	18,741	9,901	16,276	12,303	12,451	12,700	12,954	13,213
Transfer to Reserves	4,110	4,110	4,110	3,288	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110
Total	17,736	15,544	22,620	25,113	14,572	20,587	22,851	14,011	20,386	16,413	16,561	16,810	17,064	17,323
Capital														
Capital Planning	1,660	242	1,493	28,101	5,571	381								
Equipment	2,126	0	1,832	0	1,144	0								
Engineering, Consulting, Legal Fees	0	0	0	0	0	0								
AWS Road	0	0	0	0	0	0								
Radio Connection	0	761	0	0	0	0								
River Intake / Treatment Prop. Acquisition	0	0	0	0	0	0								
Administration	0	0	0	0	0	0								
Total Capital	3,786	1,003	3,325	28,101	6,716	381	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	21,522	16,547	25,946	53,214	21,288	20,968	22,851	14,011	20,386	16,413	16,561	16,810	17,064	17,323
Capital Planning Grant	1,028													
Transfer from Reserves														
TOTAL EXPENDITURES (with Grant)	20,494	16,547	25,946	53,214	21,288	20,968	22,851	14,011	20,386	16,413	16,561	16,810	17,064	17,323



englishman river
WATER SERVICE

**MINUTES OF THE MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
Immediately following the AWS Management Board Meeting
HELD ON THURSDAY, MAY 7, 2015 AT 9:00AM
IN THE PARKSVILLE FORUM**

Present:	J. Stanhope, Chair B. Rogers M. Lefebvre	Regional District of Nanaimo Regional District of Nanaimo City of Parksville
Also Present:	M. Donnelly R. Alexander W. Idema G. St. Pierre P. Thorkelsson M. Squire V. Figueria B. Weir R. Graves	Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo City of Parksville City of Parksville Town of Qualicum Beach Recording Secretary, RDN
Regrets:	F. Manson S. Powell	City of Parksville City of Parksville

CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 9:23AM.

ELECTION OF CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Chairperson for the year 2015.

Director Lefebvre nominated Director Stanhope.

There being no further nominations, the Chief Administrative Officer declared Director Stanhope as Chairperson of the Board for 2015.

DELEGATIONS

MINUTES

MOVED Director Lefebvre, SECONDED Director Rogers, that the minutes from the emergency meeting of the Englishman River Water Services Management Board held March 13, 2015, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Lefebvre, SECONDED Director Rogers, that the following communications/correspondence be received.

Department of Fisheries and Oceans Canada, Request for Project Review Submission dated April 30, 2014.

Reply Letter from DFO dated August 20, 2014.

Presentation to DFO on September 3, 2014.

Letter from Nanoose First Nation dated March 19, 2015.

CARRIED

REPORTS

ERWS Joint Venture Draft Financial Statement, year ending December 2014. M. McGorman (Verbal Presentation)

M. McGorman presented the draft financial statement and commented that in their opinion, this financial statement presents fairly, in all material respects, the financial position of the Joint Venture as at December 31, 2014 and the results of its operations for the year then ended in accordance with Canadian public sector accounting standards.

MOVED Director Lefebvre, SECONDED Director Rogers that the ERWS Joint Venture Draft Financial Statement be received and approved.

CARRIED

Englishman River Water Service Revised Project Implementation Strategy Report. M. Squire

M. Squire provided a verbal presentation on the ERWS Project Implementation Strategy Report. The ERWS Management Committee and the Department of Fisheries and Oceans Canada (DFO) are working on resolving the issues outlined by DFO in their February 23, 2015 letter. The ERWS Management Committee is now asking the ERWS Management Board for direction regarding proceeding with detail design of Plan B prior to or subsequent to the borrowing referendum.

MOVED Director Lefebvre, SECONDED Director Rogers that the following recommendations be received.

- 1 THAT the report from the Englishman River Water Service Management Committee dated April 21, 2015 entitled ERWS Revised Project Implementation Strategy be received;
- 2 AND THAT staff be directed to continue working with DFO to obtain the water intake construction permit,

- 3 AND THAT with the exception of the water intake construction permit and any predesign works budgeted in 2014 and carried forward to 2015, staff be directed to suspend all Plan B (a multi phased approach with reduced water treatment plant capacity) work pending further ERWS Board direction subsequent to the borrowing referendum,
- 4 AND THAT the ERWS Management Committee be directed to request Island Health to amend the Operating Conditions by deferring the completion date of the water treatment plant completion to June 30, 2018.

CARRIED

Englishman River Water Service 2015 – 2019 Financial Plan. M. Squire

M. Squire presented the 2015 – 2019 Financial Plan.

MOVED Director Rogers, SECONDED Director Lefebvre that the following recommendations be carried.

- 1 THAT the report from the Englishman River Water Service Management Committee dated April 22, 2015, entitled ERWS 2015-2019 Financial Plan be received;
- 2 AND THAT the Englishman River Water Service Management Board accept the 2015–2019 Financial Plan as outlined in Table 1 attached to the April 22, 2015, report,
- 3 AND THAT the Englishman River Water Service Management Board recommends the joint ventures adopt their portion of the 2015–2019 Financial Plan as outlined in Table 2 attached to the April 22, 2015, report.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

QUESTIONS

The Chair opened the floor to questions and comments.

Al Pastors expressed his support of the treatment plant but was concerned about paying for future water needs.

Charlie Stone asked if the group have any role in recommending development cost charges?

Mike Squire replied that each jurisdiction to implement development cost charges.

Charlie Stone wanted clarification if the consultant was asked how Plan B could be done with only a certain amount of money.

Director Lefebvre replied that Plan B came about because of the over subscription and the word from the political side that we weren't going to get the money we needed for Plan A.

Dwayne Round voiced his opinion that future residents moving into area should be the ones paying for the majority of costs for the water treatment plant.

Elaine Hoffer wanted to know if there would be a discussion in regards to Plan B.

Director Lefebvre responded that there will be an Open House on May 19 and staff will be on hand to provide all details to the Plan B Option 4.

Mike Squire also replied that there will be two media release on May 12 and 14 to discuss Plan B and fully inform the public.

IN CAMERA

OTHER

NEXT MEETING

ADJOURNMENT

MOVED Director Lefebvre, SECONDED Director Rogers that the meeting be adjourned.

CARRIED

J. Stanhope, Chairperson



englishman river WATER SERVICE

DATE: April 22, 2015

REPORT TO: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

FROM: ENGLISH RIVER WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: ENGLISHMAN RIVER WATER SERVICE (ERWS)
2015 - 2019 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE ERWS 2015 - 2019 FINANCIAL PLAN

EXECUTIVE SUMMARY:

The ERWS 2015-2019 Financial Plan sets out the financial requirements needed to advance the objectives of bulk water supply to the joint venture communities. The proposed budget is based on Plan B, a multi-phased approach with reduced water treatment plant capacity with detailed design, tendering and construction of the Phase 1 components anticipated to start in early 2016.

RECOMMENDATION(S):

1. THAT the report from the Englishman River Water Service Management Committee dated April 22, 2015, entitled ERWS 2015-2019 Financial Plan be received;
2. AND THAT the Englishman River Water Service Management Board accept the 2015-2019 Financial Plan as outlined in Table 1 attached to the April 22, 2015, report,
3. AND THAT the Englishman River Water Service Management Board recommends the joint ventures adopt their portion of the 2015-2019 Financial Plan as outlined in Table 2 attached to the April 22, 2015, report.

BACKGROUND:

The Englishman River Water Service joint venture agreement requires that on or before December 15 of the year preceding each fiscal year, the Management Committee will submit to the Management Board, a budget for the fiscal year. The agreement then requires that on or before January 31, the Management Board will recommend to the joint venture partners, a budget for that year.

On November 13, 2014, the ERWS Board recommended that staff continue with the project development based on the Predesign Report (Plan A), subject to receiving significant government funding by May 31, 2015. As a result, the 2015 Provisional Budget discussions

were deferred until federal/provincial grant contributions could be determined. The current operating, maintenance and capital activities to date have followed the 2014/2015 budgets as outlined in the adopted ERWS 2014-2018 Financial Plan. It is now evident that no funding federal / provincial funding announcements will be made until later in the year and the Community Charter requirements are that current year budgets be passed by May 15.

Regional Districts are required to pass budget bylaws under the Local Government Act by March 31 of each year and as such, the Regional District of Nanaimo (RDN) completed its budget using the 2014-2018 ERWS Financial Plan and will be updating for the 2016 budget year.

As is outlined in the below referenced reports:

- Funding sources have not been established as they are contingent on the amount of federal/provincial grants which will determine the required borrowing.
- Assuming the grant announcements are made by October 31, depending on Ministry turnaround for approvals, the earliest a referendum could be held would be January 2016.
- Assuming an October grant announcement and successful referendum, completion of the project will be delayed until approximately June 2018. This timeline would not meet the Island Health's Water System Operating Conditions of December 2016.
- Additional consultation with Island Health will be required in an effort to extend the project deadline to June 2018.

Accordingly, the ERWS Management Committee recommended that any outstanding preliminary design work continue and all works associated with detail design, tendering and construction be put on hold until approval of the borrowing referendum and have presented the budget outlined in Table 1 attached, based on that recommendation.

More specifically:

- 2015 includes reallocated funds from year 2014 to complete any outstanding preliminary design work.
- 2016, 2017 and 2018 include the Phase I costs of Plan B.
- Although not included in the five year financial plan timeframe required by legislation and accordingly not shown on Table 1, Phase II is included in the 20 year plan for 2024 at an estimated \$16,407,024.

OPTIONS:

1. Accept the 2015 Provisional Budget and 2015-2019 Financial Plan as presented in Table 1 attached.
2. Provide the ERWS Management Committee with further direction.

ANALYSIS:**Option 1**

This is consistent with the ERWS Management Committee recommendation to delay any further efforts directed at detail design, tendering and construction until after the referendum anticipated to be held early in 2016. Assuming a successful referendum, this option would delay completion of the Phase 1 components of Plan B to approximately June 2018 which would not meet current the Island Health December 2016 treatment requirement.

Risks associated with the delay include Island Health's willingness to amend the current Operating Permit for treatment to June 2018 based on the new construction timeline and the ability to meet projected water needs through the summer of 2017

Should Island Health choose not to grant an extension, a Boil Water Advisory or Order would be put in place to ensure water sourced from the Englishman River was safe.

Meeting the growing demand for water up to June 2018 would result in significant watering restrictions subject to weather related demand.

Option 2

The 2015-2019 Financial Plan sets out the financial requirements needed for ERWS to carry out projects necessary to advance ERWS objectives.

FINANCIAL IMPACT:

Cost sharing for the Englishman River Water Service budget is established based on ownership (i.e. Parksville 74% and RDN 26%) as referenced in Schedule "C" of the Englishman River Water Service Joint Venture, dated July 1, 2011.

Years 2016 to 2019 in the financial plan show substantial capital to carry out the construction of the new water intake, water treatment facility and the potential piloting investigation of ASR well fields. The ASR investigation has been deferred to years 2019 and 2020 in order to focus resources and efforts on the water intake, water treatment plant, transmission mains and contingency plans required to meet the community's future water needs by year 2018. Funds for such projects are currently not available in both the City of

Parksville and the Regional District of Nanaimo surplus reserve accounts and will require further funding assistance and long-term borrowing. The ERWS will actively seek federal/provincial grant assistance to help augment these costs and depending on the results, a public referendum for borrowing options will need to take place prior to the next 2016 provisional budget.

Delaying the project would have a marginal financial benefit as it would allow one more year for accumulation of reserves. Annual water rate increases for the City of Parksville required to fund the project would be in the 2.25% range for 2016 through 2024 based on receiving federal/provincial grants in the order of \$6 million.

As noted above, the RDN budget was prepared based on previous financial plans and will be updated based on the approved plan as needed for the 2016 budget year. The Regional District funds the Nanoose Bay Bulk Water Service through parcel taxes and has projected a 10% per year increase for 2015 through to 2018 in order to both transfer funds to reserve for these projects and to ensure adequate funding for debt servicing. As well, the budget assumes no grant funding and that borrowing will begin in 2016 pending a voter approval process.

The ERWS 2015-2019 Financial Plan sets out the financial requirements needed for the ERWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the capital projects and predesign activities would be delayed or halted due to insufficient funds.

REFERENCES:

April 8, 2012, report from the Englishman River Water Service Management Committee to the Englishman River Management Board regarding the ERWS Project Implementation Strategy.

March 12, 2015, report from Englishman River Water Service Management Committee to the Englishman River Management Board providing an update regarding the Department of Fisheries and Oceans Canada position on the proposed new intake on the Englishman River.

November 13, 2014, report from Englishman River Water Service Management Committee to the Englishman River Management Board regarding ERWS Water Intake and Treatment Plant Phasing Options.

November 8, 2014 report from City of Parksville Chief Administrative Officer to Mayor and Council regarding ERWS Water Intake and Treatment Plant Options.

June 23, 2014 report from City of Parksville Chief Administrative Officer to Mayor and Council regarding borrowing bylaw referendum in conjunction with the November 2014 general local government elections.

Englishman River Water Service Agreement - July 1, 2011.

Table 1, dated April 22, 2015, showing the recommended ERWS 2015-2019 Financial Plan and Table 2 showing each joint venture's requisition share (Attached).

File: P:\USERS\AWS & ERWS\2015\MTB ERWS 2015- 2019 budget report rev 2.docx

TABLE 1 ENGLISHMAN RIVER WATER SERVICE 2015 - 2019 FINANCIAL PLAN (\$)									
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
REVENUE									
Joint Venture Requisitions									
Parkville Requisition (74 %)	1,082,538	225,017	443,183	483,872	824,900	7,975,600	7,975,600	284,900	942,400
RDN Requisition (26%)	380,351	79,060	155,713	170,009	289,830	2,194,400	2,194,400	1,825,100	757,600
Total Joint Venture Requisitions	1,462,889	304,077	598,896	653,881	1,114,730	10,170,000	10,170,000	2,110,000	1,700,000
Other Revenue									
Grants	0	483,801	669,172	581,257	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	483,801	669,172	581,257	0	0	0	0	0
TOTAL REVENUE	1,462,889	787,878	1,268,068	1,235,138	1,114,730	10,170,000	10,170,000	2,110,000	1,700,000
EXPENDITURES									
Operating Administration (Operating)									
Salaries / Wages	1,950	0	259	0	0	0	0	0	0
Training	0	2,060	0	59	100	100	100	100	100
Conferences / Seminars	0	1,006	0	0	0	0	0	0	0
Memberships	0	273	301	0	0	0	0	0	0
Contracts	1,628	748	5,109	1,819	2,000	2,000	2,000	2,000	2,000
Consulting	256	0	0	470	500	500	500	500	500
Legal Fees	0	2,596	0	0	0	0	0	0	0
Audit Fees	0	4,172	4,100	4,100	4,100	4,100	4,100	4,100	4,100
Tel / Cable	0	809	924	602	700	700	700	700	700
Meeting Costs	8	478	608	1,276	1,500	1,500	1,500	1,500	1,500
Licences and Insurance	0	0	0	0	0	0	0	0	0
Advertising	0	0	0	766	600	600	600	600	600
Courier	0	0	0	44	0	0	0	0	0
Small Tools, Equipment & Furniture	81	1,631	139	356	500	500	500	500	500
Minor Capital - Contracts	1,209	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	503	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains Water Treatment Plant ASR									
Total Administration (Operating)	5,634	13,772	11,440	9,492	10,000	10,000	10,000	10,000	385,000
Total Operating	5,634	13,772	11,440	9,492	10,000	10,000	10,000	10,000	385,000

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Property Acquisition - Administration	7-6-28-9750-300	13,683	-4,070	11,203	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	4,983	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	6,574	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	136	739	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	1,200,550	0	0	0	0	0	0	0	0
Total Property Acquisition		1,225,925	-3,331	11,203	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	48,421	34,906	39,635	35,807	40,000	40,000	40,000	150,000	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	358	256	0	182	0	2,000,000	2,000,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	10,685	17,681	338,863	343,177	400,000	850,000	850,000	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	150	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	620	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	103	3,822	684	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	3,023	389	1,008	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	2,189	727	19	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	28	0	915	0	0	0	0	0	0
Joint Transmission Main							400,000	400,000		
COP Transmission Main - Springwood / Pump Upgrade							1,730,000	1,730,000		
RDN - Craig Bay Pump Station / Top Bridge Transmission									1,725,000	
Total River Intake / Supply Mains		64,703	54,062	384,263	380,620	440,000	5,020,000	5,020,000	1,875,000	0
Water Treatment - Administration	7-6-28-9752-300	23,513	44,296	41,016	33,595	40,000	40,000	40,000	225,000	0
Water Treatment - Travel	7-6-28-9752-307	0	0	6,420	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	27,222	20,167	0	1,032	0	4,250,000	4,250,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	78,978	123,760	127,492	490,301	400,000	850,000	850,000	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	9,057	22,949	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	900	1,614	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	102	102	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	603	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	791	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,759	525	0	443	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	611	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	306	739	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	689	0	0	0	0	0	0	0	0
Total Water Treatment		142,219	214,330	175,666	526,765	440,000	5,140,000	5,140,000	225,000	0

Table 1 - ERWS 2015 - 2019 Financial Plan

April 22, 2015

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	47,966	68,824	42,248	40,000	0	0	0	15,000
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	184,135	234,995	135,486	94,730	0	0	0	1,150,000
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	24,407	263,943	229,267	128,733	90,000	0	0	0	150,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,806	1,619	605	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	120	134	754	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	9,491	136,424	603	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	0	5,832	5,894	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	39	161	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	500	1,652	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	1,585	7,901	2,086	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	0	0	0	0	0	0	0	0
Total Aquifer Storage and Recovery		24,407	509,045	685,496	318,261	224,730	0	0	0	1,315,000
Total Capital		1,457,254	774,107	1,256,628	1,225,646	1,104,730	10,160,000	10,160,000	2,100,000	1,315,000
TOTAL EXPENDITURES		1,462,889	787,878	1,268,068	1,235,138	1,114,730	10,170,000	10,170,000	2,110,000	1,700,000

TABLE 2

Parksville Requisition - ERWS

2015 - 2019 FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
REVENUE									
Joint Venture Requisitions Parksville Requisition (74%)	1,082,538	225,017	443,183	483,872	824,900	7,975,600	7,975,600	284,900	942,400
Other Revenue									
Grants	0	358,013	495,187	430,130	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	358,013	495,187	430,130	0	0	0	0	0
TOTAL REVENUE	1,082,538	583,030	938,370	914,002	824,900	7,975,600	7,975,600	284,900	942,400
EXPENDITURES									
Operating									
Administration (Operating)									
Salaries / Wages	74%	74%	74%	74%	74%	74%	74%	74%	74%
Training	1,443	0	192	0	0	0	0	0	0
Conferences / Seminars	0	1,524	0	44	74	74	74	74	74
Memberships	0	744	0	0	0	0	0	0	0
Contracts	1,205	554	3,780	1,346	1,480	1,480	1,480	1,480	1,480
Consulting	189	0	0	348	370	370	370	370	370
Legal Fees	0	1,921	0	0	0	0	0	0	0
Audit Fees	0	3,087	3,034	3,034	3,034	3,034	3,034	3,034	3,034
Tel / Cable	0	599	684	445	518	518	518	518	518
Meeting Costs	6	354	450	944	1,110	1,110	1,110	1,110	1,110
Licences and Insurance	0	0	0	0	0	0	0	0	0
Advertising	0	0	0	567	444	444	444	444	444
Courier	0	0	0	33	0	0	0	0	0
Small Tools, Equipment & Furniture	60	1,207	103	263	370	370	370	370	370
Minor Capital - Contracts	895	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	372	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains Water Treatment Plant ASR									
Total Administration (Operating)	4,169	10,191	8,465	7,024	7,400	7,400	7,400	7,400	284,900
Total Operating	4,169	10,191	8,465	7,024	7,400	7,400	7,400	7,400	284,900

Table 2 - ERWS 2015 - 2019 Financial Plan - City of Parksville Requisition

Capital - Program Summary	Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
	Property Acquisition - Administration	7-6-28-9750-300	10,125	-3,011	8,290	0	0	0	0	0	0
	Property Acquisition - Contracts	7-6-28-9750-330	3,688	0	0	0	0	0	0	0	0
	Property Acquisition - Consulting	7-6-28-9750-331	4,865	0	0	0	0	0	0	0	0
	Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	101	547	0	0	0	0	0	0	0
	Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	888,407	0	0	0	0	0	0	0	0
	Total Property Acquisition		907,185	-2,465	8,290	0	0	0	0	0	0
	River Intake / Supply Mains - Administration	7-6-28-9751-300	35,832	25,830	29,330	26,497	29,600	29,600	29,600	111,000	0
	River Intake / Supply Mains - Contracts	7-6-28-9751-330	265	190	0	135	0	1,480,000	1,480,000	0	0
	River Intake / Supply Mains - Engineering	7-6-28-9751-331	7,907	13,084	250,759	253,951	296,000	629,000	629,000	0	0
	River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	111	0	0	0	0	0
	River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	459	0	0	0	0	0
	River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	76	2,828	506	0	0	0	0	0
	River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	2,237	288	746	0	0	0	0	0	0
	River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	1,619	538	14	0	0	0	0	0	0
	River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	21	0	677	0	0	0	0	0	0
	Joint Transmission Main										
	COP Transmission Main - Springwood / Pump Upgrade							296,000	296,000		
	RDN - Craig Bay Pump Station / Top Bridge Transmission							1,730,000	1,730,000		
	Total River Intake / Supply Mains		47,880	40,006	284,354	281,659	325,600	4,164,600	4,164,600	111,000	0
	Water Treatment - Administration	7-6-28-9752-300	17,399	32,779	30,352	24,860	29,600	29,600	29,600	166,500	0
	Water Treatment - Travel	7-6-28-9752-307	0	0	4,751	0	0	0	0	0	0
	Water Treatment - Contracts	7-6-28-9752-330	20,144	14,924	0	764	0	3,145,000	3,145,000	0	0
	Water Treatment - Engineering	7-6-28-9752-331	58,444	91,582	94,344	362,823	296,000	629,000	629,000	0	0
	Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	6,702	16,982	0	0	0	0	0	0	0
	Water Treatment - Rent & Lease	7-6-28-9752-345	666	1,195	0	0	0	0	0	0	0
	Water Treatment - Insurance	7-6-28-9752-400	75	75	0	0	0	0	0	0	0
	Water Treatment - Advertising	7-6-28-9752-410	0	0	0	446	0	0	0	0	0
	Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	585	0	0	0	0	0
	Water Treatment - Parts and Materials	7-6-28-9752-450	1,301	388	0	328	0	0	0	0	0
	Water Treatment - Courier	7-6-28-9752-452	0	452	0	0	0	0	0	0	0
	Water Treatment - Equip Res Charge	7-6-28-9752-800	0	226	547	0	0	0	0	0	0
	Water Treatment - Gas & Oil	7-6-28-9752-460	510	0	0	0	0	0	0	0	0
	Total Water Treatment		105,242	158,604	129,993	389,806	325,600	3,803,600	3,803,600	166,500	0

Table 2 - ERWS 2015 - 2019 Financial Plan - City of Parksville Requisition

Capital - Program Summary		2011	2012	2013	2014	2015	2016	2017	2018	2019
Description	G/L	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	35,495	50,830	31,263	29,600	0	0	0	7,500
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	136,260	173,896	100,260	70,100	0	0	0	575,000
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	18,061	195,318	169,658	95,263	66,600	0	0	0	75,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,336	1,198	447	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	89	100	558	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	446	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	7,023	100,954	4,361	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	4,316	29	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	119	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	370	1,222	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	1,173	5,846	1,544	0	0	0	0	0
Total Aquifer Storage and Recovery		18,061	376,694	507,267	235,513	166,300	0	0	0	657,500
Total Capital		1,078,368	572,839	929,905	906,978	817,500	7,968,200	7,968,200	277,500	657,500
TOTAL EXPENDITURES		1,082,538	583,030	938,370	914,002	824,900	7,975,600	7,975,600	284,900	942,400

TABLE 2 Regional District of Nanaimo Requisition - ERWS 2015 - 2019 FINANCIAL PLAN (\$)									
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
REVENUE									
Joint Venture Requisitions RDN Requisition (26%)	380,351	79,060	155,713	170,009	289,830	2,194,400	2,194,400	1,825,100	757,600
Other Revenue									
Grants	0	125,788	173,985	151,127	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	125,788	173,985	151,127	0	0	0	0	0
TOTAL REVENUE	380,351	204,848	329,698	321,136	289,830	2,194,400	2,194,400	1,825,100	757,600
EXPENDITURES									
Operating Administration (Operating)	26%	26%	26%	26%	26%	26%	26%	26%	26%
Salaries / Wages	507	0	67	0	0	0	0	0	0
Training	0	536	0	15	26	26	26	26	26
Conferences / Seminars	0	261	0	0	0	0	0	0	0
Memberships	0	71	78	0	0	0	0	0	0
Contracts	423	195	1,328	473	520	520	520	520	520
Consulting	66	0	0	122	130	130	130	130	130
Legal Fees	0	675	0	0	0	0	0	0	0
Audit Fees	0	1,085	1,066	1,066	1,066	1,066	1,066	1,066	1,066
Tel / Cable	0	210	240	157	182	182	182	182	182
Meeting Costs	2	124	158	332	390	390	390	390	390
Licences and Insurance	0	0	0	0	0	0	0	0	0
Advertising	0	0	0	199	156	156	156	156	156
Courier	0	0	0	11	0	0	0	0	0
Small Tools, Equipment & Furniture	21	424	36	93	130	130	130	130	130
Minor Capital - Contracts	314	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	131	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains Water Treatment Plant ASR									
Total Administration (Operating)	1,465	3,581	2,974	2,468	2,600	2,600	2,600	2,600	100,100
Total Operating	1,465	3,581	2,974	2,468	2,600	2,600	2,600	2,600	100,100

Table 2 - ERWS 2015 - 2019 Financial Plan - RDN Requisition

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Property Acquisition - Administration	7-6-28-9750-300	3,558	-1,058	2,913	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	1,296	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	1,709	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	35	192	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	312,143	0	0	0	0	0	0	0	0
Total Property Acquisition		318,741	-866	2,913	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	12,590	9,075	10,305	9,310	10,400	10,400	10,400	39,000	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	93	67	0	47	0	520,000	520,000	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	2,778	4,597	88,104	89,226	104,000	221,000	221,000	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	39	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	161	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	27	994	178	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	786	101	262	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	569	189	5	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	7	0	238	0	0	0	0	0	0
Joint Transmission Main							104,000	104,000		
COP Transmission Main - Springwood / Pump Upgrade							0	0		
RDN - Craig Bay Pump Station / Top Bridge Transmission									1,725,000	0
Total River Intake / Supply Mains		16,823	14,056	99,908	98,961	114,400	855,400	855,400	1,764,000	0
Water Treatment - Administration	7-6-28-9752-300	6,113	11,517	10,664	8,735	10,400	10,400	10,400	58,500	0
Water Treatment - Travel	7-6-28-9752-307	0	0	1,669	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	7,078	5,244	0	268	0	1,105,000	1,105,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	20,534	32,178	33,148	127,478	104,000	221,000	221,000	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	2,355	5,967	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	234	420	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	26	26	0	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	157	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	206	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	457	136	0	115	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	159	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	79	192	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	179	0	0	0	0	0	0	0	0
Total Water Treatment		36,977	55,726	45,673	136,959	114,400	1,336,400	1,336,400	58,500	0

Table 2 - ERWS 2015 - 2019 Financial Plan - RDN Requisition

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	12,471	17,894	10,984	10,400	0	0	0	7,500
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	47,875	61,099	35,226	24,630	0	0	0	575,000
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	6,346	68,625	59,609	33,471	23,400	0	0	0	75,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	470	421	157	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	31	35	196	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	157	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	2,468	35,470	1,532	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	1,516	10	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	42	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	130	429	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	412	2,054	542	0	0	0	0	0
Total Aquifer Storage and Recovery		6,346	132,352	178,229	82,748	58,430	0	0	0	657,500
Total Capital		378,886	201,268	326,723	318,668	287,230	2,191,800	2,191,800	1,822,500	657,500
TOTAL EXPENDITURES		380,351	204,848	329,698	321,136	289,830	2,194,400	2,194,400	1,825,100	757,600