

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, JUNE 12, 2012
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5 **Cheryl Zapotichny, Nanaimo RCMP Victim Services**, re Overview of Victim Services Program.
- 6 **Cory Vanderhorst, Myers Norris Penny**, Re Regional District of Nanaimo Audited Financial Report.

MINUTES

- 7-12 Minutes of the regular Committee of the Whole meeting held Tuesday, May 8, 2012.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

FINANCE AND INFORMATION SERVICES

FINANCE

- 13-41 Regional District of Nanaimo 2011 Annual Financial Report, Board & Committee Member Expenses, and Remuneration and Statement of Financial Information.
- 42-53 Nanaimo Regional Hospital District 2011 Audited Financial Statements.
- 54-70 Operating Results for the Period Ending April 30, 2012.
- 71-72 Approval of Signing Authorities for General Banking and Investments.
- 73-74 Implementation of Wireless Tablets for Elected Members.

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING AND BYLAW SERVICES

75-78 1588 Rugg Rd, Area 'A' – Unsightly Premises.

Delegations wishing to speak to 1588 Rugg Rd, Area 'A' – Unsightly Premises.

79-82 1927 Woobank Rd, Area 'A' - Unsightly Premises.

Delegations wishing to speak to 1927 Woodbank Rd, Area 'A' – Unsightly Premises.

83-87 2090 Bramley Rd, Area 'C' - Unsightly Premises.

Delegations wishing to speak to 2090 Bramley Rd, Area 'C' – Unsightly Premises.

88-91 1633 Morello Rd, Area 'E' - Unsightly Premises.

Delegations wishing to speak to 1633 Morello Rd, Area 'E' – Unsightly Premises.

92-95 387 Dunsmuir Road, Area 'H' - Unsightly Premises.

Delegations wishing to speak to 387 Dunsmuir Road, Area 'H' – Unsightly Premises.

96-99 72 Bald Eagle Crescent, Area 'H' - Unsightly Premises.

Delegations wishing to speak to 72 Bald Eagle Crescent, Area 'H' – Unsightly Premises.

100-102 1038 Horseshoe Rd, Area 'B' - Unsafe Building (update).

LONG RANGE PLANNING

103-107 VIHA Grant for Capacity Building - Ending Homelessness.

108-116 Rural Village Centre Study – Update.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE SERVICES

117-118 Landfill Track Loader – Tender Award

COMMISSION, ADVISORY & SELECT COMMITTEE

119-123 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Meeting held Tuesday, May 1, 2012.

That the following grants be approved.

<i>Cedar District 4-H Senior Advisory Council</i>	<i>\$ 1,500</i>
<i>Cedar Family of Community Schools</i>	<i>500</i>
<i>Cedar School and Community Enhancement Society</i>	<i>1,000</i>
<i>Scouts Canada - 1st Cedar Scouts</i>	<i>1,500</i>
<i>St. Philip Anglican Church of Canada, Cedar</i>	<i>1,500</i>
<i>Wheatsheaf Fastball Club</i>	<i>700</i>

124-127 Minutes of the Regional Hospital District Select Committee meeting held Tuesday, May 15, 2012.

- 1. That the list of capital items to be committed against \$565,000 of prior years' unexpended grant funding be approved as presented.*
- 2. That VIHA be required to complete all purchases no later than December 31, and submit reimbursement claims no later than March 31.*

128-150 Minutes of the District 69 Recreation Commission meeting held Thursday, May 17, 2012.

- 1. That the Community and Youth Grant recommendations be approved.*

Youth Grants:

<i>Bard to Broadway Theatre Society (Youth Theatre)</i>	<i>\$ 1,000</i>
<i>Bard to Broadway Theatre Society (Education Series)</i>	<i>1,500</i>
<i>District 69 Family Resource Association</i>	<i>1,200</i>
<i>Oceanside BMX (formerly Erik Goetzinger BMX)</i>	<i>1,600</i>
<i>Oceanside Youth Football Association</i>	<i>2,000</i>
<i>Ravensong Aquatic Club</i>	<i>2,500</i>

Community Grants:

<i>Corcan Meadowood Residents Association</i>	<i>\$ 1,500</i>
<i>Lighthouse Recreation Commission</i>	<i>2,700</i>
<i>Oceanside Building Learning Together</i>	<i>1,000</i>
<i>Oceanside Building Learning Together</i>	<i>455</i>
<i>Oceanside Community Arts Council</i>	<i>450</i>
<i>Arrowsmith Community Enhancement Society</i>	<i>1,200</i>
<i>The Old School House</i>	<i>1,800</i>
<i>Parksville Badminton Club</i>	<i>1,250</i>
<i>Parksville and District 69 Team</i>	<i>1,500</i>
<i>Parksville Lions Club</i>	<i>1,500</i>
<i>Qualicum Beach "Beach Day" Organizing Committee</i>	<i>1,000</i>

- 2. That the recommendations of the Fees and Charges report be approved.*

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

That pursuant to Sections 90(1)(e) and 90(1)(f) of the Community Charter the Board proceed to an In Camera meeting to consider issues related to land acquisition and law enforcement.

O'Halloran, Matt

From: CHERYL ZAPOTICHNY <cheryl.zapotichny@rcmp-grc.gc.ca>
Sent: Monday, June 04, 2012 2:43 PM
To: O'Halloran, Matt
Subject: Council Meeting June 12/12

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon Matt,
The Nanaimo RCMP Victim Services program receives annual funding from the RDN, and a condition of this funding is to give a presentation to the RDN council. I was speaking to Nancy Avery and she advised there will be a council meeting on June 12 @ 7pm. I am wondering if Sgt. Sheryl Armstrong and myself could be put on the agenda that evening to give a brief presentation.
Thanks so much,
Cheryl

Cheryl ZAPOTICHNY, Program Manager
Nanaimo RCMP Victim Services
303 Prideaux Street
Nanaimo, BC V9R 2N3
Ph: (250)755-3146
Cell: (250)713-5614
Fax: (250)755-3238
cheryl.zapotichny@rcmp-grc.gc.ca

O'Halloran, Matt

From: Cory Vanderhorst <Cory.Vanderhorst@mnp.ca>
Sent: Monday, June 04, 2012 4:15 PM
To: O'Halloran, Matt
Subject: Re: June 12 RDN Presentation

Hi Matt,
I am planning to do a brief powerpoint presentation, is it OK if I send it to you on wednesday or thursday?

Thanks
Cory

Cory Vanderhorst, CA
ASSURANCE SERVICES

DIRECT 250.734.4319
CELL 250.714.6334
PH. 250.753.8251
FAX 250.754.3999
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P.O. Box 514
96 Wallace Street
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MNP LLP

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Global Alliance of Independent Firms



From: "O'Halloran, Matt" <MOhalloran@rdn.bc.ca>
To: "cory.vanderhorst@mnp.ca" <cory.vanderhorst@mnp.ca>
Date: 04/06/2012 04:07 PM
Subject: June 12 RDN Presentation

Hi Cory,

I understand you will be making a presentation at the June 12, 7pm, RDN Committee of the Whole meeting, regarding the 2011 RDN Audited Financial Statements. Just wondering if you will require a laptop/projector for the presentation, and if there are any digital files we can load beforehand?

Thanks
Matt

Matt O'Halloran
Legislative Coordinator
Regional District of Nanaimo
250-390-6569
www.rdn.bc.ca

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REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, MAY 8, 2012 AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

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

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
N. Avery	Gen. Mgr., Finance & Information Services
P. Thorkelsson	Gen. Mgr., Development Services
M. Donnelly	A/C Gen. Mgr., Regional & Community Utilities
D. Banman	A/C Gen. Mgr., Recreation & Parks Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Hewitt	Recording Secretary

DELEGATIONS

Dr. Paul Hasselback, Vancouver Island Health Authority, re Central Vancouver Island Medical Health Office.

Dr. Hasselback presented a visual and verbal overview of the role of the Medical Health Officer.

MINUTES

MOVED Director Holme, SECONDED Director Bestwick, that the minutes of the regular Committee of the Whole meeting held Tuesday, April 10, 2012 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Mayor John Ruttan, City of Nanaimo, re Capacity Building to End Homelessness.

MOVED Director Johnstone, SECONDED Director Fell, that the correspondence from the City of Nanaimo be received.

CARRIED

Ida Chong, Ministry of Community, Sport and Cultural Development, re Funding for Projects Under the Community Recreation Program.

MOVED Director Johnstone, SECONDED Director Fell, that the correspondence from the Ministry of Community, Sport and Cultural Development be received.

CARRIED

Bruce Halliday, The Port Theatre, re Contribution to Operations of the Port Theatre.

MOVED Director Johnstone, SECONDED Director Fell, that the correspondence from the Port Theatre be received.

CARRIED

Michael Jessen, Arrowsmith Watersheds Coalition Society, re Exclusion of Land from ALR – 2771, 2761 Old Alberni Highway; PID 024-205-800, Bonsai Place, Area H.

MOVED Director Johnstone, SECONDED Director Fell, that the correspondence from Michael Jessen of the Arrowsmith Watersheds Coalition Society be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

RDN Officers Appointment and Delegation Bylaw No. 1661 and RDN Officers and Management Employees Terms and Conditions of Employment Bylaw No. 1417.04.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the "Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that the "Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012" be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that "RDN Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.04, 2012" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Lefebvre, that "RDN Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.04, 2012" be adopted.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Revised 2012 Budget for Recreation and Culture - Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Ruttan, that the revised 2012 business plan for the Electoral Area 'A' Recreation and Culture Service be approved as presented.

CARRIED

MOVED Director McPherson, SECONDED Director Ruttan, that the revised 2012 to 2016 financial plan for the Electoral Area 'A' Recreation and Culture Service be approved as presented.

CARRIED

Bylaw No. 1658.01 - Amendments to 2012 to 2016 Financial Plan for New Information on Grant Funded Projects in Community Park Services.

MOVED Director Fell, SECONDED Director Brennan, that "2012 to 2016 Financial Plan Amendment Bylaw No. 1658.01, 2012" be introduced for first three readings.

CARRIED

MOVED Director Fell, SECONDED Director Brennan, that "2012 to 2016 Financial Plan Amendment Bylaw No. 1658.01, 2012" be adopted.

CARRIED

Bylaw No. 1552.01 – Request for Funding Assistance – Nanaimo Marine Rescue Society.

MOVED Director Kipp, SECONDED Director Houle, that annual funding in the amount of \$5,975 for the Nanaimo Search & Rescue Society and \$11,325 for the Nanaimo Marine Rescue Society be approved commencing in 2013.

CARRIED

MOVED Director Kipp, SECONDED Director Houle, that service contracts be prepared with terms as noted in this report.

CARRIED

MOVED Director Kipp, SECONDED Director Houle, that "Southern Community Search & Rescue Contribution Service Amendment Bylaw No. 1552.01, 2012" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

Bylaw No. 1652 – A Bylaw to repeal the Morningstar Creek Water Local Service Area.

MOVED Director Brennan, SECONDED Director Bestwick, that "Morningstar Creek Water Local Service Establishment Repeal Bylaw No. 1652, 2012" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

Bylaws No. 1659 and 1660 – Authorize Expenditure of Bulk Water Development Cost Charge Funds.

MOVED Director Holme, SECONDED Director Ruttan, that an amount of \$77,400 be released from the French Creek Bulk Water general reserve fund to be applied to 2011 bulk water infrastructure expenditures.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that "Nanoose Bay Bulk Water Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1659, 2012" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that "Nanoose Bay Bulk Water Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1659, 2012" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that "French Creek Bulk Water Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1660, 2012" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that "French Creek Bulk Water Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1660, 2012" be adopted.

CARRIED

Request to Support Development of a Community Cottage Hospital in District 69.

MOVED Director Johnstone, SECONDED Director Lefebvre, that the report on the proposal to establish a community cottage hospital in District 69 be received for information.

CARRIED

Request for Authority to Regulate Sidewalks Under a Sidewalk Service.

MOVED Director Kipp, SECONDED Director Veenhof, that the Board endorse the following resolution requesting the authority to regulate sidewalks and/or roadside trails within the Electoral Areas of the Regional District of Nanaimo.

WHEREAS the Regional District has the authority to establish services which it considers necessary or desirable for all or a part of the regional district;

AND WHEREAS the Regional District wishes to establish services to own, construct, operate, maintain and replace sidewalks and/or roadside trails within the Electoral Areas of the Regional District of Nanaimo;

AND WHEREAS the Regional District wishes to obtain the authority to regulate sidewalks and/or roadside trails constructed within the Electoral Areas of the Regional District of Nanaimo;

NOW THEREFORE BE IT RESOLVED THAT:

The Lieutenant Governor in Council, by regulation under section 799 of the *Local Government Act*, grant to the Regional District the authority to regulate sidewalks and/or roadside trails within a service established to own, construct, operate and maintain sidewalks or roadside trails and boulevards within an Electoral Area within the Regional District of Nanaimo, and that in the operation of the service, the Regional District have the authority under sections 36, 38 and 46 of the *Community Charter* and sections 124(1)(b), 124(1)(u) and 124(1)(v) of the *Motor Vehicle Act*.

CARRIED

Wellington Fire Protection Service Area – Fire Response and Superior Tanker Shuttle Rating.

MOVED Director Brennan, SECONDED Director Young, that the review of Superior Tanker Shuttle rating and boundary amendment alternatives for the Wellington Fire Protection Service Area be received for information and no further action be taken at this time.

CARRIED

DEVELOPMENT SERVICES

CURRENT PLANNING

Draft Agricultural Area Plan.

MOVED Director Johnstone, SECONDED Director Fell, that the Board receive the “Regional District of Nanaimo Agricultural Area Plan – Draft” prepared by Upland Consulting, and participate in a Board workshop on May 15, 2012 to discuss the draft Plan.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Waste Stream Management License Application – BFI Canada, 1429 Springhill Road, Parksville, BC.

MOVED Director Holme, SECONDED Director Ruttan, that the Board receive the report on the Waste Stream Management License application from BFI Canada Inc. for information.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Agricultural Advisory Committee.

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Agricultural Advisory Committee meeting held Friday, April 27, 2012 be received.

CARRIED

NEW BUSINESS

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to prepare a report for the Transportation Select Committee on the feasibility of bringing in a Taxi Saver program into Electoral Area 'B' for 2013.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to prepare a report to amend "Animal Control Regulatory Bylaw No. 1066, 1996" to add muzzling of dogs when in public that have been declared vicious, for the Board's consideration.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Brennan, that pursuant to Section 90(1)(k) of the Community Charter the Committee proceed to an In Camera meeting to consider negotiations with a municipality.

TIME: 8:03 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RON REPORT		[Signature]
CAO APPROVAL		
EAP		
GOW	✓	
JUN 04 2012		
RHD		
BOARD		

MEMORANDUM

TO: Nancy Avery
General Manager of Finance and Information Services

DATE: May 14, 2012

FROM: Wendy Idema
Manager, Financial Reporting

FILE:

SUBJECT: **2011 Annual Financial Report (Audited Financial Statements), Board & Committee Member Expenses and Remuneration and Statement of Financial Information**

PURPOSE:

To provide comments on the financial performance of the Regional District of Nanaimo for the fiscal year ending December 31, 2011 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 under separate cover as has 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 HST. Photocopies of the SOFI report are priced at \$2.50 plus HST.

DISCUSSION:***AUDIT FINDINGS REPORT***

The first attachment to this report is the Audit Findings Report of MNP LLP (Meyers Norris Penny). The audit findings report summarizes key elements of the audit procedures and contains a discussion of their conclusions on the information included in the financial statements.

CONSOLIDATED FINANCIAL STATEMENTS

The attachments immediately following the Audit Findings Report are the consolidated financial statements of the Regional District of Nanaimo (excluding Notes). As noted earlier the full set of the consolidated financial statements is contained in the annual financial report circulated separately.

Independent Auditors' Report

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, 2011. The objective of the statements is to fairly present the financial position of the Regional District as a whole.

The Regional District maintains a system of accounting controls designed to provide reasonable assurance that assets, revenues and expenses are properly recorded and accounted for and to ensure the financial records and results are accurate. The firm of MNP LLP is responsible for reporting to the Board the results of their audit of those controls and transaction accounting. As in prior years, the auditor's report is unqualified, 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 \$9.2 million (2010; \$13.5 million) – a decrease of \$4.3 million.

Financial Assets

Total Financial Assets (cash, investments, accounts receivable) increased by \$5.5 million mainly as a result of an increase in amounts Receivable from Other Jurisdictions. Almost all of the change is a result of borrowing \$8.0 million on behalf of the Vancouver Island Regional Library for construction of a north Nanaimo branch at their headquarters location on Hammond Bay Road.

Financial Liabilities

Total Financial Liabilities (trade payables, short term and long term debt and other liabilities) increased by \$9.7 million. Short Term Debt increased by \$2.7 million (Moorecroft Regional Park), Unfunded Liabilities increased by \$2.6 million (future landfill closure/maintenance costs) and Long Term Debt increased by \$3.8 million (principle reduction offset by new debt for Vancouver Island Regional Library).

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, 2011 the value of these two items was:

Employee benefits	\$ 113,200
Landfill closure & future monitoring	<u>\$12,526,722</u>
Total future liability	<u>\$12,639,922</u>
Reserves on hand	<u>\$ 1,364,462</u>

Employee Retirement/Other Benefits

The Regional District of Nanaimo's employee agreements include a payout of a portion of unused sick leave upon retirement (60 days). The estimated amount required to meet the full cost of this potential obligation is \$1,767,510 (2010; \$1,575,265). As at December 31, 2011 the post retirement obligation is slightly overfunded in the amount of \$108,704 (2010 – overfunded by \$81,252). There are currently 131 employees out of a workforce of 235 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 \$221,904 at the end of 2011 (2010; \$195,382). These benefits are recognized and paid in the normal course of business each year.

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 the development of a nature park on the closed landfill. The financial plan anticipates borrowing for some of the capital plan requirements. Because the capital plan includes construction of a nature park, the long term debt will reflect the continuing benefit to the region of the park amenity.

The landfill site once closed must also be maintained and monitored for a period of twenty five years. The annual cost is estimated at \$525,000. Currently landfill capital and operations are funded by a combination of a small tax levy and disposal fees. 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 in the future.

Short Term Loans

In 2011, \$2.8 million was borrowed as part of the \$4.8 million purchase price for Moorecroft Regional Park. The Nature Trust of BC is fundraising to assist with the park purchase. Those funds will be applied to reduce the short term loan in 2012, as will a portion of the Regional District's allocation of Strategic Community Investment Grant funds. Long term debt will be secured for the remainder through the Municipal Finance Authority.

The 2010 outstanding amount of this line item is funds borrowed to purchase the land which is the site of the Nanoose Bay peninsula water treatment plant. A balance of \$194,716 was fully repaid in 2011.

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 that there has never been an instance where a local government in BC defaulted on its debt.

At the end of 2011 Regional District and municipal member debt stood at:

Regional District of Nanaimo	\$13,462,834
Municipal/other jurisdictions	<u>\$45,196,676</u>
Outstanding debt	<u>\$58,659,510</u>

Accumulated Surplus

The current measure of overall results for a government entity is its Accumulated Surplus. The Accumulated Surplus for a government entity is not the same as the Shareholder Equity or Retained Earnings which will be found in the financial statements prepared for a commercial business. 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, 2011 are shown below and are described in additional detail in Note 15 to the consolidated financial statements.

	<u>2011</u>	<u>2010</u>
General Revenue Fund Net Operating Surplus	\$ 10,994,084	\$ 11,989,772
Unfunded liabilities	(12,639,922)	(10,054,091)
Capital Fund advances	(817,945)	(4,090)
Net investment in Tangible capital assets	143,683,173	136,117,580
General Revenue Fund Reserve Accounts	2,381,309	2,212,795
Statutory Reserve Funds	27,126,517	25,414,336
Accumulated Surplus	<u>\$ 170,727,216</u>	<u>\$ 165,676,302</u>

The Accumulated Surplus position increased by \$5.1 million between 2010 and 2011. Three significant items contributed to the change in the Accumulated Surplus.

Firstly, the net investment in tangible capital assets increased by \$9.2 million to \$143.7 million (2010; \$136,117,580). New capital assets totaled \$15.2 million offset by disposals (\$0.7 million) and amortization (\$5.9 million). The net investment in tangible capital assets includes the debt financing associated with the assets. In 2011 debt financing totaled \$17.5 million (2010; \$15.8 million), changing by \$1.7 million largely due to the use of short term debt to purchase Moorecroft Regional Park.

Secondly, the value of unfunded liabilities increased \$2.6 million. This change arises as a result of the lowering of the interest rate used to calculate the present value of future landfill closure obligations and is further explained in Note 9 to the financial statements.

Finally, Statutory Reserve Fund balances increased from \$25.4 million to \$27.1 million a change of \$1.7 million (2010; \$1.1 million).

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 includes amortization on capital assets and the estimated change in the balance of unfunded liabilities as if those dollars had been spent today.

Revenues of \$67.9 million were less than the budget estimate of \$72.1 million. The difference is found in the "Developer contributions" line item. Budgeted Developer Contributions represent Development Cost Charge funds which are to be drawn on to fund eligible capital projects. Major projects scheduled in 2011 included a third digester at the Nanaimo wastewater treatment plant (\$10.4 million (budget increased after tender in 2011)), the Nanoose Bay Peninsula water treatment plant (\$1.9 million), the addition of a second centrifuge at the French Creek wastewater treatment plant (\$650,000), repairs to a foreshore forcemain in French Creek (\$203,500) and pre-design work for the next phase of plant expansion (\$130,000). All projects were well underway at the end of 2011. As at December 31, 2011 \$3.6 million in Development Cost Charge funds had been used for these projects.

The "Surplus for the Year" (\$5.1 million dollars) is less than the budget surplus of \$16.7 million dollars. 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. Because local governments use reserve funds as one of the mechanisms to replace current assets, contributions to reserve funds rather than amortization are budgeted and included in property tax levies in the current year. In a similar manner, unfunded liabilities, specifically with respect to future landfill obligations, are accounted for through the capital portion of the financial plan and/or will be recovered through normal property tax levies in the future.

Reserve Fund Activity and Balances

A schedule summarizing transactions in reserve funds is included in the annual financial report as a schedule on pages 27 and 28. This is supplementary information to the consolidated financial

statements however; 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 2011 was \$27.1 million (2010; \$25.4 million). Highlights of reserve fund activity over the last three years are shown in the table below:

	<u>2011</u>	<u>2010</u>	<u>2009</u>
Contributions to reserve funds from annual budgets	\$6,046,278	\$4,105,393	\$4,972,164
Interest earned	666,795	494,411	510,518
Funds applied to approved expenditures	5,277,661	6,182,293	4,710,928

BOARD AND COMMITTEE MEMBER REMUNERATION AND EXPENSES

The last attachment to this report is the schedule of Board and Committee member remuneration and expenses (Page 27 in the SOFI report). Remuneration rates are reviewed and established by a Board appointed committee, for the three year period between elections. 2011 remuneration rates reflect the review completed in 2008; current 2012 remuneration was established during the 2011 review.

Base remuneration rates increased by the rate of the Consumer Price Index (CPI) over the most recent three year period. Additional meeting and meal per diem rates remained the same as in 2008. One third of remuneration is an exempt allowance for carrying out the duties of an elected official. Total 2011 remuneration for Board members and their alternates was \$257,968 (2010; \$249,398) an increase of \$8,410 or 3.4% year over year reflecting the CPI adjustment as well as additional meeting per diems paid during 2011.

The base remuneration rates for 2011 were as follows:

	Base Remuneration	EA Director Allowance	Total	Change from 2010
Municipal Director	\$10,280	N/A	\$10,280	2.6%
Electoral Area Director	\$10,280	\$5,655	\$15,935	2.6%
Chairperson	\$10,280	\$14,395	\$24,675	2.6%
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 \$60,456 in 2011 compared to \$46,642 in 2010. Part of the difference is related to the number of Directors attending the Federation of Canadian Municipalities (FCM) conference. In 2010 only the Chairperson attended the conference whereas in 2011 three Directors attended (Stanhope, Holme and Burnett). The variance is also a result of Electoral Area Directors attending more special purpose meetings in general and the associated reimbursement for mileage for those meetings.

SUMMARY/CONCLUSIONS:

The 2011 Consolidated Financial Statements have been prepared and audited within the framework of the accounting policies applicable to local governments in B.C. The statements present, in all significant

respects, the financial position of the Regional District of Nanaimo as at December 31, 2011. This is confirmed by the Independent Auditors' Report dated April 24, 2012.

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

RECOMMENDATION:

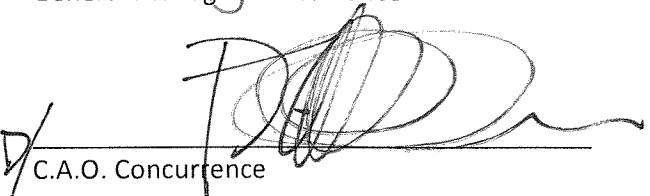
That the 2011 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved presented.



Report Writer



General Manager Concurrence



C.A.O. Concurrence



**REGIONAL DISTRICT OF NANAIMO
AUDIT FINDINGS REPORT**

Year Ending December 31, 2011

For presentation at the Board of Directors
Meeting

April 24, 2012



April 24, 2012

Members of the Board of Directors of Regional District of Nanaimo

Dear Members of the Board of Directors:

We are pleased to put forward this report to discuss the results of our audit of the consolidated financial statements of Regional District of Nanaimo ("the Regional District") for the year ended December 31, 2011. In this report, we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

We have completed our audit of the consolidated financial statements of the Regional District and are prepared to sign our independent auditors' report after the Board of Directors' review and approval of the consolidated financial statements.

Our report will provide an unqualified opinion to the Board of Directors of the Regional District. A draft copy of our proposed independent auditors' report is included as Appendix A to this report.

We would like to express our appreciation for the excellent cooperation we have received from management and employees with whom we worked.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Yours truly,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and slanted.

MNP LLP

MC/mb
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1. MNP AUDIT PROCESS

As auditors, we report to the Board of Directors on the results of our examination of the Regional District's consolidated financial statements. This report summarizes our audit process and discusses issues that are of relevance to the Board of Directors of the Regional District.

- Our audit was carried out in accordance with Canadian generally accepted auditing standards.
- Our audit procedures included a review of all significant accounting and management reporting systems.
 - Each material year-end balance, key transaction and other event considered significant to the consolidated financial statements was separately examined.
- Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks.
 - This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise.
 - Where possible, reliance was placed on the controls within these systems to reduce the extent of our testing of transactions and year-end balances.
- Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.



- During the course of our audit, we have:
 - Examined, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
 - Assessed the accounting principles used and significant estimates made by management;
 - Obtained an understanding of the Regional District and its environment, including management's internal controls (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the consolidated financial statements and to design and perform audit procedures;
 - Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
 - Evaluated the overall consolidated financial statement presentation;
 - Performed a subsequent events review with management;
 - Reviewed and assessed the status of contingencies, commitments and guarantees;
 - Reviewed and assessed exposure to environmental liabilities.
- We have obtained written representations from management in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:
 - Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements;
 - Not directly related to items that are material to the consolidated financial statements, but are significant, either individually or in the aggregate, to the engagement; and
 - Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

2. SIGNIFICANT AUDIT FINDINGS

As a part of our commitment to providing superior client service we strive to maintain effective two-way communication. To aid the Board of Directors in its role overseeing the financial reporting process, including its review and approval of the consolidated financial statements and reporting thereon to the Board of Directors, we are pleased to provide you with the following significant findings:

AREAS OF AUDIT EMPHASIS

- The following lists the key areas of our audit emphasis for your Regional District:
 - The General Manager of Finance and Information Services short-term leave-of-absence in 2011.
 - The completeness of grant revenue for capital projects.
 - The completeness of accounts payable for capital projects.
 - The reasonableness of the estimate of the liability for landfill closure and post-closure maintenance costs.
 - The reasonableness of the estimate of the liability for the employee retirement benefits.
 - Detailed information on Areas of Audit Emphasis is included as Appendix B to this report.

FINAL MATERIALITY

- **Final materiality used to assess the significance of misstatements or omissions identified during the audit and determine the level of audit testing performed was \$900,000.**
- Performance materiality used in the audit was \$810,000. This amount was used to drive the level of audit testing performed. For example, when testing cutoff of transactions around year-end, we looked at items using thresholds as low as 15% (i.e., \$121,500). All material transactions and balances were examined. The remaining transactions and balances were examined using a testing formula where the account balance was divided by performance materiality, then multiplied by a testing factor from 1 to 3 to determine the sample size of additional tests to perform. Performance materiality was also used to drive the level of analysis performed, specifically on the statement of operations, where differences of 10% from prior year or budget were investigated.

DIFFICULTIES ENCOUNTERED

- We have satisfactorily completed our audit procedures for each of the significant account balances and transaction streams. No significant limitations were placed on the scope or timing of our audit.

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

- While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention. However, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

IDENTIFIED OR SUSPECTED FRAUD

- No incidents of fraud, or suspected fraud, came to our attention in the course of our audit.

IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS

- Nothing has come to our attention that would suggest there is non-compliance with laws and regulations that would have a material effect on the financial statements.

MATTERS ARISING IN CONNECTION WITH RELATED PARTIES

- All related party transactions identified were in the normal course of business.

GOING CONCERN

- We have not identified any material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

SIGNIFICANT ACCOUNTING POLICIES

- The accounting policies used by the entity are appropriate and have been consistently applied.
- No new accounting policies or changes in accounting policies were noted.

SIGNIFICANT MANAGEMENT ESTIMATES

- The preparation of the consolidated financial statements is subject to significant accounting estimates made by management. All significant management estimates were reviewed for the current period and no material differences were noted.
- The following is a summary of significant management estimates and provisions:
 - Allowance for doubtful accounts –no provision deemed necessary.

- Provision for legal contingencies – no provision deemed necessary.
- Amortization period of tangible capital assets – amortized over the estimated useful life of the respective assets.
- Fair value measurement of in-kind additions to tangible capital assets – fair value estimated using BCAA assessed values for land and engineering appraisal reports for infrastructure. Total for 2011 was \$751,686 (2010 - \$98,400). Significant additions for 2011 included Paisley Place, Huxley Park, South Forks Road Park and the Whisky Creek Water District.
- The unfunded liabilities for landfill closure costs and post-closure monitoring costs represent a significant liability in the Regional District's financial statements. For 2011 the estimate for landfill closure costs was \$6,985,993 (2010 - \$6,521,426), and for post closure maintenance costs was \$5,540,729 (2010 - \$3,418,535) for a total landfill liability of \$12,526,722 (2010 - \$9,939,961). These costs are an estimate, based on factors such as landfill capacity, remaining unused capacity, projected future costs to close and to monitor the site, and an appropriate discount rate used to determine a present value of these future costs. It is also important to note that the landfill remaining unused capacity amount used in the calculation is based on the impact of board-approved capital projects as at the reporting date. Projects not yet approved that may further increase capacity and useful life are not factored into the calculation. Changes to the underlying assumptions and estimates or legislative changes in the new term could have a material impact on the provision recognized. For example, if the assumption of the estimated annual monitoring costs of \$575,000 were to change by 1% (\$5,750), the estimated landfill liability would change by approximately \$55,000 which is significantly below the current materiality level of \$900,000. Based on the methodology used, actual annual monitoring costs would have to vary by \$93,000 (16.2% change) to create a material difference. Similarly a one point percentage change in the estimate of the percentage of landfill used (2011 – 59%) either as an increase or a decrease results in a \$212,000 impact to the total closure and post-closure costs liability. A one year change in the planned year of closure (currently 2034) would also impact the total liability either upwards or downwards by \$149,000. The liability should be higher if it takes less than the currently anticipated 23 years to reach full closure. Additionally a one point change in the discount rate downward from the currently used 1.2% would have the most significant impact with an increase to the liability of \$283,000 whereas a one point change upward would decrease the liability by \$274,000. The discount rate of 2.8% is used to obtain a value in today's dollars of what the future estimated liability will be and is based on the MFA's 10 year lending rate of 3.1% less a 1.90% adjustment for estimated inflation. We have concluded that the accounting related to the Landfill Closure and Post-Closure Liabilities was appropriate.
- Employee retirement benefits include payouts of accumulated, unused sick leave upon an employee's retirement. As at December 31, 2011, estimated sick leave reserve and management severance reserve was \$1,658,805 (2010 - \$1,494,013). An expense and corresponding liability is recorded now for the estimate of the future costs of these payouts, related to current service by current employees. This liability is an estimate, based on factors such as number of current employees in various age groups, number of recent employees over age 40 who have been

employed with the Regional District until retirement, and an appropriate discount rate used to determine a present value of these future costs. Changes to the underlying assumptions and estimates or union contract changes in the new term could have a material impact on the reserve recorded. Again the liability needs to be valued in today's (2011) dollars and a discount rate is used to bring the future value of the estimated obligation to a present value.

The discount rate used is based on a weighted average of MFA lending rates less core inflation for the number of years to retirement for various age groups of employees. A change in the discount rate assumption of 1 point upward would mean a decrease in the reserve of approximately \$77,000 whereas a one point change downward would increase the liability by approximately \$86,000. Additionally, a change in the payout factor by one point (2011 – 61.16%) would result in a like change of \$27,000. The estimate also includes assumptions regarding retirement dates, hours worked and sick time. Given that the District employs approximately 300 employees, it is unlikely an unexpected change in any one employee's assumptions could have a material impact on the reserve. We have concluded that the accounting related to Employee Retirement Benefits was appropriate.

MATTERS ARISING FROM MANAGEMENT DISCUSSIONS

- We would like to formally acknowledge the excellent cooperation and assistance we received from the management and staff.
- There were no disagreements with management, significant difficulties or other irregularities encountered during the course of our audit.
- The Regional District does not use an actuary to determine values associated with sick and severance liabilities. The calculations associated with these liabilities are quite complex, thus the risk of misstatement is greater if values are not actuarially determined. While using an actuary is not required, given the level of complexity involved in the calculations, we recommend analyzing the cost/benefit of using an actuary to determine if it would be economically feasible.

DIFFERENCES

- Two differences were noted by us and discussed with management with respect to the December 31, 2011 consolidated financial statements. One large item was adjusted and one small item was not.
- A summary of differences, adjusted and unadjusted, is included as Appendix C to this report.

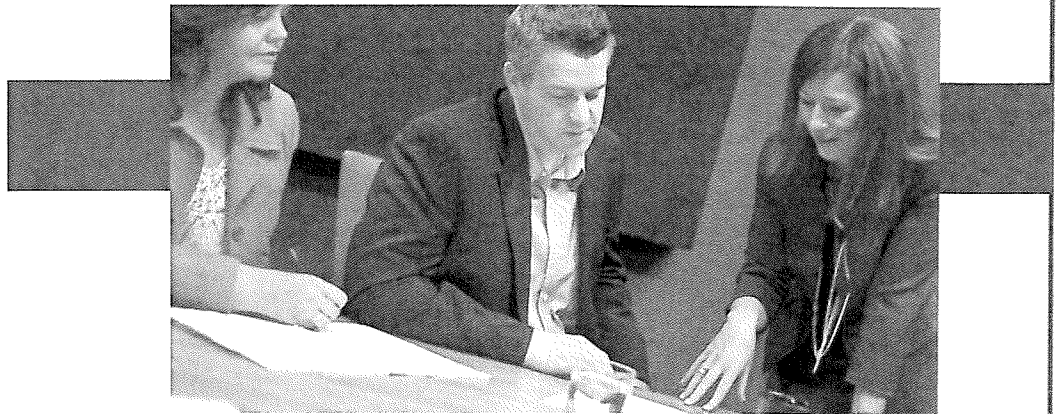
MODIFICATIONS TO THE INDEPENDENT AUDITORS' REPORT

- Our independent auditors' report will provide an unqualified opinion to the Board of Directors.
- An 'other matter' paragraph was included in the independent auditors' report, to highlight that the Gas Tax Revenue Transfer Programs schedule and the General Revenue Fund schedules are unaudited.

INDEPENDENCE

- We confirm to the Board of Directors that we are independent of the Regional District.
- Our letter to the Board of Directors discussing our independence is included as Appendix D in this report.

At our upcoming meeting we would also be pleased to discuss any other issues and/or concerns of the Board of Directors.



APPENDIX A: DRAFT 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, 2011 and the consolidated statements of operations and accumulated surplus, change in net financial assets, cash flows and related schedules 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, 2011 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

We do not express an opinion on the Gas Tax Revenue Transfer Programs schedule or the General Revenue Fund schedules because our examination did not extend to the detailed information therein.

Nanaimo, British Columbia
April 24, 2012

Chartered Accountants

APPENDIX B: AREAS OF AUDIT EMPHASIS

The General Manager of Finance and Information Services short-term leave-of-absence in 2011: Based on the results of our audit, we determined that the vacancy was well managed by the Regional District, and there were no resulting delays or significant impact on our year-end and audit processes.

The completeness of grant revenue for capital projects: We reviewed the funding for significant capital asset additions for 2011, considering whether the projects should be funded by a new grant or whether funding is from existing deferred grant revenue, reserves or other funding sources. We did not note any unrecorded grant revenues.

The completeness of accounts payable for capital projects: In our search for unrecorded liabilities, we reviewed invoice payments made between January 2012 and early April 2012. We noted one unrecorded liability amount for \$346,615 which was corrected by management. See Appendix C for details of impact on financial statements.

The reasonableness of the estimate of the liability for landfill closure and post-closure maintenance costs: We reviewed the data and assumptions for the calculation with management in the finance and solid waste departments. We noted that the liability is based on consultants' current data. We did not note any errors in this liability amount.

The reasonableness of the estimate of the liability for the employee retirement benefits: We reviewed the data and assumptions for the calculation with management in the finance and payroll departments. We noted an error which was insignificant to warrant correction by management.

APPENDIX C: SUMMARY OF DIFFERENCES

SIGNIFICANT ADJUSTED DIFFERENCES

DIFFERENCES NOTED	CONSOLIDATED FINANCIAL STATEMENT ITEMS AFFECTED	INCREASE (DECREASE) TO SURPLUS FOR THE YEAR
December 2011 costs on a progress billing invoice were not recorded as vendor did not release until after the District's accounting cut-off date. This is for a liquid waste management capital project.	Tangible capital assets increased by \$346,615, accounts payable increased by \$346,615, deferred revenue decreased by \$346,615, Developer contributions revenue increased by \$346,615, surplus for the year and ending accumulated surplus increased by \$346,615.	\$346,615
TOTAL ADJUSTED DIFFERENCES (INCOME EFFECT)		\$346,615

SIGNIFICANT UNADJUSTED DIFFERENCES

DIFFERENCES NOTED	CONSOLIDATED FINANCIAL STATEMENT ITEMS AFFECTED	CORRECTION WOULD BE AN INCREASE (DECREASE) TO SURPLUS FOR THE YEAR
Sick leave retirement payout reserve calculation required updated data for Average Retirement Age	Expenses overstated and unfunded liabilities overstated.	\$33,341
TOTAL UNADJUSTED DIFFERENCES (INCOME EFFECT)		\$33,341

APPENDIX D: AUDITOR INDEPENDENCE LETTER

April 24, 2012

The Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

Dear Members of the Board of Directors:

We have been engaged to audit the consolidated financial statements of Regional District of Nanaimo ("the Regional District") for the year ending December 31, 2011.

CAS 260 Communication With Those Charged With Governance ("the Standard"), requires that we communicate at least annually with you regarding all relationships between the Regional District and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, we are required to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

We are not aware of any relationship between the Regional District and MNP LLP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2011 to April 24, 2012.

Generally Accepted Auditing Standards require that we confirm our independence to the Board of Directors. Accordingly, we hereby confirm that MNP is independent with respect to the Regional District within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of British Columbia as of April 24, 2012.

This report is intended solely for the use of the Board of Directors, management and others within the Regional District and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Yours truly,

MNP LLP

MNP LLP

MC/mb

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, 2011 and the consolidated statements of operations and accumulated surplus, change in net financial assets, cash flows and related schedules 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, 2011 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

We do not express an opinion on the Gas Tax Revenue Transfer Programs schedule or the General Revenue Fund schedules because our examination did not extend to the detailed information therein.

Nanaimo, British Columbia

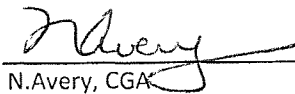
April 24, 2012

MNP LLP
Chartered Accountants

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2011**

		<u>2011</u>	<u>2010</u>
Financial Assets			
Cash and short-term deposits	(Note 2)	\$ 40,858,988	\$ 28,114,149
Accounts receivable	(Note 3)	5,794,149	7,720,075
Investments	(Note 4)	25,395,950	35,550,252
Other jurisdictions debt receivable	(Note 12)	45,196,676	40,342,070
Other assets	(Note 5)	13,739	21,189
		<u>117,259,502</u>	<u>111,747,735</u>
Financial Liabilities			
Short term loans	(Note 6)	2,842,400	194,716
Accounts payable	(Note 7)	6,376,284	5,611,775
Other liabilities	(Note 8)	3,728,510	3,411,012
Unfunded liabilities	(Note 9)	12,639,922	10,054,091
Deferred revenue	(Note 10)	22,631,513	23,078,747
Obligation under capital lease	(Note 13)	1,149,924	1,027,007
Long-term debt	(Note 11)	58,659,510	54,915,866
		<u>108,028,063</u>	<u>98,293,214</u>
Net Financial Assets		<u>9,231,439</u>	<u>13,454,521</u>
Non-financial Assets			
Tangible capital assets	(Note 14)	161,138,331	151,913,099
Prepaid expenses		328,514	278,437
Inventories		28,932	30,245
		<u>161,495,777</u>	<u>152,221,781</u>
Accumulated Surplus	(Note 15)	<u>\$ 170,727,216</u>	<u>\$ 165,676,302</u>

APPROVED:



 N. Avery, CGA

General Manager, Finance and Information Services

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budget</u> (Unaudited) (Note 18)	<u>2011</u>	<u>2010</u>
Revenue			
Property taxes	\$ 36,009,347	\$ 36,009,344	\$ 33,801,776
Operating revenues	19,556,096	19,383,685	18,481,263
Operating & other grants	7,794,729	7,040,436	12,039,769
Developer contributions	8,096,131	3,607,263	1,093,675
Other	407,873	796,701	1,355,108
Interest on investments	125,000	879,971	747,154
Grants in lieu of taxes	121,035	226,696	220,326
MFA debt surplus refunds	-	-	443,321
	<u>72,110,211</u>	<u>67,944,096</u>	<u>68,182,392</u>
Expenses			
General Government	1,640,158	1,777,165	1,356,541
Planning & Development	3,597,211	2,846,070	2,474,374
Wastewater & Solid Waste management	16,631,370	24,289,535	19,170,171
Water, Sewer & Street lighting	4,154,528	4,279,554	4,135,601
Public Transportation	15,601,634	15,180,321	13,902,296
Protective Services	3,482,771	3,876,012	3,711,113
Parks, Recreation & Culture	10,353,618	10,644,525	9,572,746
	<u>55,461,290</u>	<u>62,893,182</u>	<u>54,322,842</u>
Surplus for the year	\$ 16,648,921	\$ 5,050,914	\$ 13,859,550
Accumulated surplus, Beginning of the year	165,676,302	165,676,302	151,816,752
Accumulated surplus, End of the year (Note 15)	<u>\$ 182,325,223</u>	<u>\$ 170,727,216</u>	<u>\$ 165,676,302</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2011

	Balance January 1, 2011	Interest Income	Contributions by Developers & Others	MFA surplus and refunds	Contributions from/(to) Operating Fund	Transfers to Capital Funds	Feasibility, legal & other costs or transfers	Balance December 31, 2011
General Government & Planning								
Feasibility Studies	\$ 64,086		3,406					\$ 67,492
Administration Information Systems/Building	\$ 1,034,927	26,183	316,400					\$ 1,377,510
Local Government Elections	\$ 75,616	1,753	(28,000)					\$ 49,369
Regional Growth Strategy	\$ 46							\$ 46
Building Inspection		1,050	185,815					\$ 186,865
Carbon Action Revenue Incentive Program		2,342	54,645				60,122	\$ 114,362
	\$ 1,174,675	\$ 31,328	\$ 54,645	\$ -	\$ 477,621	(2,747)	\$ 60,122	\$ 1,795,644
Wastewater & Solid Waste Management								
Solid Waste Management	\$ 4,602,724	86,676	931,227			(2,056,384)		\$ 3,564,243
Nanose Wastewater	\$ 269,985	7,340	100,000	25,992				\$ 403,317
Northern Community Wastewater	\$ 918,490	26,214	904,650	74,518				\$ 1,923,872
Southern Community Wastewater	\$ 11,309,011	379,595	2,233,554			(312,334)		\$ 13,609,826
Duke Point Wastewater	\$ 30,809	949	27,500					\$ 59,258
	\$ 17,131,019	\$ 500,774	\$ 100,510	\$ -	\$ 4,196,931	(2,368,718)	\$ -	\$ 19,560,516
Water, Sewer & Street lighting								
Surfside Sewer	\$ 10,671	422	21,000					\$ 32,093
Pacific Shores Sewer	\$ 2,051							\$ 2,051
French Creek Sewer	\$ 442,914	10,700	30,000					\$ 483,614
Englishman River Stormwater			2,000					\$ 2,000
French Creek Water	\$ 68,138	1,872	67,570					\$ 137,580
Madrona Water	\$ 189,922	4,484						\$ 194,406
Fairwinds Water	\$ 210,958	3,884						\$ -
Surfside Water	\$ 6,833	143	250			(214,842)		\$ 7,226
Arbutus Park Estates Water	\$ 81,092	1,179				(82,271)		\$ -
West Bay Estates Water	\$ 139,195	2,974				(102,888)		\$ 39,281
Decourcey Water	\$ 3,829	34						\$ 5,895
Nanose Bay Peninsula Water	\$ 47,749	2,905	220,000					\$ 270,654
Nanose Bay Water	\$ 197,982	4,674						\$ 202,656
Englishman River Water	\$ 56,510	1,839	62,500					\$ 120,849
San Pareil Water	\$ 1,640							\$ 1,640
Whiskey Creek Water		761	51,690					\$ 52,451
Nanose AWS Bulk Water	\$ 180,893	3,530	38,820			(155,813)		\$ 67,430
French Creek AWS Bulk Water	\$ 614,076	15,125	157,605			(77,399)		\$ 709,407
Drinking Water/Watershed Protection	\$ 107,014	2,527						\$ 109,541

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2011

	Balance January 1, 2011	Interest Income	Contributions by Developers & Others	MFA surplus and refunds	Contributions from/(to) Operating Fund	Transfers to Capital Funds	Feasibility, legal & other costs or transfers	Balance December 31, 2011
Fairwinds Street lighting	\$ 12,011	322			4,720			\$ 17,053
Morningstar Street lighting	\$ 9,000	220			1,000			\$ 10,220
	\$ 2,382,478	57,595	51,690	-	607,497	(633,213)	-	\$ 2,466,047
Public Transportation								
Descanso Bay Emergency Wharf	\$ 25,055	608			2,000			\$ 27,663
	\$ 25,055	608			2,000			\$ 27,663
Protective Services								
Coombs Hilliers Fire	\$ 117,163	4,193			124,320	(18,071)		\$ 227,605
Errington Fire	\$ 283,200	7,401			91,264			\$ 381,865
Extension Fire	\$ 109,326	2,835			34,630			\$ 146,791
Nanoose Fire	\$ 677,865	10,832			99,825	(464,669)		\$ 323,853
Dashwood Fire	\$ 402,252	9,980			58,530			\$ 470,762
Bow Horn Bay Fire	\$ 371,660	6,073			17,216	(265,769)		\$ 129,180
Nanaimo River Fire	\$ 35,031	958			16,524			\$ 52,513
Emergency Planning	\$ 8,409	366			20,800			\$ 29,575
Bylaw Enforcement	\$ 39,435	876			13,700			\$ 54,011
District 68 911 Service	\$ 119,769	2,882			6,800			\$ 129,451
	\$ 2,164,110	46,396			483,609	(748,509)		\$ 1,945,606
Parks, Recreation & Culture								
Extension Recreation	\$ 35,850	836					(784)	\$ 35,902
Community Parks	\$ 740,499	18,237	10,584		86,000	(36,039)		\$ 819,281
Regional Parks	\$ 1,524,555	5,251			100,000	(1,488,435)		\$ 141,371
Recreation & Culture	\$ 236,097	5,770			92,620			\$ 334,487
	\$ 2,537,001	30,094	10,584		278,620	(1,524,474)	(784)	\$ 1,331,041
TOTAL ALL RESERVE FUNDS	\$ 25,414,338	\$666,795	\$217,429	\$0	\$6,046,278	(\$5,277,661)	\$59,338	\$ 27,126,517

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
REPORT OF DIRECTORS REMUNERATION & EXPENSES FOR 2011**

Area 2011 Board G (Chairperson)	Name	Remuneration				Total 2010	Expenses		Total 2011	Total 2010
		Taxable Payroll	Exempt Allowance	Total 2011	Total 2010		2011	2010		
	Stanhope, J.	\$ 20,313.83	\$ 10,004.40	\$ 30,318.23	\$ 28,205.28	\$ 14,520.50	\$ 12,187.96	\$ 44,838.73	\$ 40,393.24	
	Burnett, J.	\$ 13,589.91	\$ 6,794.95	\$ 20,384.86	\$ 22,982.35	\$ 9,608.00	\$ 6,360.82	\$ 29,992.86	\$ 29,343.17	
	Rudischer, G.	\$ 11,136.58	\$ 5,568.29	\$ 16,704.87	\$ 16,581.09	\$ 3,576.27	\$ 2,920.69	\$ 20,281.14	\$ 19,501.78	
	Young, M.	\$ 13,236.57	\$ 6,618.29	\$ 19,854.86	\$ 18,261.09	\$ 5,667.91	\$ 4,641.45	\$ 25,522.77	\$ 22,902.54	
	Holme, G.	\$ 13,109.91	\$ 6,554.95	\$ 19,664.86	\$ 19,016.09	\$ 8,471.82	\$ 4,741.59	\$ 28,136.68	\$ 23,757.68	
	Biggemann, L.	\$ 10,929.91	\$ 5,464.95	\$ 16,394.86	\$ 15,811.09	\$ 4,980.83	\$ 4,376.99	\$ 21,375.69	\$ 20,188.08	
	Barttram, D.	\$ 14,508.26	\$ 7,121.62	\$ 21,629.88	\$ 20,202.62	\$ 9,776.33	\$ 7,342.47	\$ 31,406.21	\$ 27,545.09	
	Haime, C.	\$ 6,993.59	\$ 3,496.80	\$ 10,490.39	\$ 10,439.87	\$ 84.50	\$ 247.88	\$ 10,574.89	\$ 10,687.75	
	McNabb, L.	\$ 128.46	\$ 64.23	\$ 192.69	\$ 11,699.87	\$ -	\$ 565.03	\$ 192.69	\$ 12,264.90	
	Holdom, W.	\$ 8,606.92	\$ 4,303.46	\$ 12,910.38	\$ 10,579.87	\$ 414.78	\$ 69.94	\$ 13,325.16	\$ 10,649.81	
	Bestwick, B.	\$ 7,693.59	\$ 3,846.80	\$ 11,540.39	\$ 10,019.87	\$ 369.67	\$ 29.14	\$ 11,910.06	\$ 10,049.01	
	Johnstone, D.	\$ 7,086.93	\$ 3,543.46	\$ 10,630.39	\$ 10,579.87	\$ 349.14	\$ 292.04	\$ 10,979.53	\$ 10,871.91	
	Kipp, J.	\$ 7,506.93	\$ 3,753.46	\$ 11,260.39	\$ 10,019.87	\$ 313.92	\$ 72.86	\$ 11,574.31	\$ 10,092.73	
	Ruttan, J.	\$ 6,853.59	\$ 3,426.80	\$ 10,280.39	\$ 10,019.87	\$ 122.57	\$ -	\$ 10,408.53	\$ 10,019.87	
	Sherry, L.	\$ 6,946.93	\$ 3,473.46	\$ 10,420.39	\$ 10,089.87	\$ 30.64	\$ -	\$ 10,542.96	\$ 10,089.87	
	Unger, M.	\$ 6,765.17	\$ 3,382.58	\$ 10,147.75	\$ 720.00	\$ -	\$ -	\$ 10,178.39	\$ 720.00	
	Lefebvre, M.	\$ 7,178.50	\$ 3,589.25	\$ 10,767.75	\$ -	\$ 934.52	\$ 462.17	\$ 11,702.27	\$ -	
	Mayne, E.	\$ 316.32	\$ 158.16	\$ 474.48	\$ 10,439.87	\$ -	\$ -	\$ 474.48	\$ 10,902.04	
	Westbroek, T.	\$ 7,886.93	\$ 3,943.46	\$ 11,830.39	\$ 11,819.87	\$ 928.46	\$ 1,518.55	\$ 12,758.85	\$ 13,338.42	
		\$ 170,788.83	\$ 85,109.37	\$ 255,898.20	\$ 247,488.31	\$ 60,278.00	\$ 45,829.58	\$ 316,176.20	\$ 293,317.89	
Board Alternates										
	Hartman, V.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 80.00	\$ 35.74	\$ 33.73	\$ 115.74	\$ 113.73	
	Pinker, C.	\$ 153.33	\$ 76.67	\$ 230.00	\$ 160.00	\$ 9.29	\$ -	\$ 239.29	\$ 160.00	
	Van Eynde, F.	\$ 53.33	\$ 26.67	\$ 80.00	\$ 230.00	\$ -	\$ 502.72	\$ 80.00	\$ 732.72	
	Niwa, D.	\$ -	\$ -	\$ -	\$ 320.00	\$ -	\$ 136.00	\$ -	\$ 456.00	
	Derkach, L.	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ -	\$ -	\$ 80.00	
	Heenan, D.	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ 107.46	\$ -	\$ 187.46	
	Dempsey, B.	\$ 480.00	\$ 240.00	\$ 720.00	\$ 320.00	\$ 24.14	\$ -	\$ 744.14	\$ 320.00	
	Pattje, J. F.	\$ 266.67	\$ 133.33	\$ 400.00	\$ 320.00	\$ 27.86	\$ -	\$ 427.86	\$ 320.00	
	Greves, G.	\$ 266.67	\$ 133.33	\$ 400.00	\$ -	\$ 56.17	\$ -	\$ 456.17	\$ -	
	Burger, C.	\$ 106.67	\$ 53.33	\$ 160.00	\$ 240.00	\$ 25.07	\$ -	\$ 185.07	\$ 240.00	
	Wilson, J.	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ 32.79	\$ -	\$ 112.79	
		\$ 1,380.00	\$ 690.00	\$ 2,070.00	\$ 1,910.00	\$ 178.27	\$ 812.70	\$ 2,248.27	\$ 2,722.70	
	TOTAL	\$ 172,168.83	\$ 85,799.37	\$ 257,968.20	\$ 249,398.31	\$ 60,456.27	\$ 46,642.28	\$ 318,424.47	\$ 296,040.59	

Area
2011 Board
G (Chairperson)

Lantzville
Nanaimo
Nanaimo
Nanaimo
Nanaimo
Nanaimo
Nanaimo
Nanaimo
Nanaimo
Parksville
Parksville
Qualicum Beach

Board Alternates

B
C
E
F
G
H
Lantzville
Nanaimo
Nanaimo
Parksville
Qualicum Beach



CAO APPROVAL (CWN)		
EAP		
COW	✓	JUN 12/12
MAY 14 2012		
RHD		
BOARD		

**NANAIMO REGIONAL
HOSPITAL DISTRICT
MEMORANDUM**

TO: C. Mason
Chief Administrative Officer

DATE: May 14, 2012

FROM: N. Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: 2011 Audited Financial Statements

PURPOSE:

To present the 2011 audited financial results for the Nanaimo Regional Hospital District.

BACKGROUND:

The *Hospital District Act* requires a Regional Hospital District to prepare audited financial statements. The full set of audited financial statements has been provided as a separate handout. The firm of MNP LLP (Meyers Norris Penny) carried out the 2011 audit work and their findings are attached to this report.

The Regional Hospital District is a financing agency for health care facilities. Its financial activities consist of raising 40% of the costs of approved capital projects and purchases recommended by the Vancouver Island Health Authority. Compared to the Regional District itself the activities and financial results of the Regional Hospital District are limited and straightforward.

DISCUSSION:

Audit Findings Report

This report from the firm of MNP summarizes the responsibilities of the audit firm, the scope of investigations and the audit results. There were no items of note requiring adjustment in 2011.

Independent Auditors' Report (Page 2)

The Regional Hospital District, in the same manner as the Regional District maintains a system of accounting controls that ensures that assets, revenues and expenses are properly recorded and accounted for and that the financial records and results are accurate. The firm of MNP LLP is responsible for reporting to the Board the results of their audit. As in prior years, the auditor's report is unqualified, assuring readers that based on the audit procedures conducted; the financial statements are considered to be free of material errors and are prepared in accordance with generally accepted accounting standards.

Consolidated Statement of Financial Position (Page 3)

As a financing agency a Regional Hospital District will typically show a Net Debt and Accumulated Deficit position on its Statement of Financial Position.

Short term debt represents funds borrowed for major capital projects which are in stream, while Accounts Payable includes project advances or minor capital purchases which had been presented for reimbursement but were not paid at the end of December 2011. Short term debt is converted to long term debenture debt periodically as the project or equipment expenditures reach a conclusion. All borrowed funds are obtained through the Municipal Finance Authority.

The balance of short term debt shown on these statements is largely made up of \$2.0 million advanced to date for the Emergency Room Redevelopment Project (total \$34.25 million; RDN share \$13.7 million), \$595K for the Renal Centre (total \$13.65 million; RDN share \$5.46 million - \$3.3 million secured in long term debt to date), \$385K for renovations to the Cancer Pharmacy at NRGH (total \$1.6 million; RDN share \$634,000) with the remainder for other capital equipment and smaller scale projects exceeding \$100,000.

Note 7 to the financial statements itemizes the Net Debt and Accumulated Deficit as follows:

Revenue Fund (the remainder of current tax levies not required for current year debt servicing)	\$2,211,086
Capital Grant Fund (tax levies raised for equipment and projects costing less than \$1.5 million which have not yet been drawn down)	\$4,295,690
Capital Loan Fund (outstanding long term and short term debt, plus accrued project advances payable)	\$(21,741,273)
Accrued liabilities (long term debt interest accrued to December 31, 2011 but not payable until 2012)	<u>\$(83,509)</u>
Accumulated Deficit	<u>\$(15,318,006)</u>

Outstanding long term debt (Schedule D) totals \$17,329,027 (2010; \$17,224,238), with retirement dates ranging from 2012 to 2031. In 2011, \$1.1 million in long term debt principle was repaid including final debt principal on original debt of \$4.9 million. \$1.7 million in new long term debt was secured in 2011 with respect to the progress of the Renal Care Centre project at NRGH.

Consolidated Statement of Operations (Page 4)

This statement includes all of the transactions associated with the approved annual budget (Revenue Fund), equipment/minor project grants (Capital Grant Fund) and capital financing (Capital Loan Fund).

The Surplus for the year was considerably higher than forecast as a result of receiving a return of surplus debt sinking funds of slightly more than \$1.0 million. Some of those funds will be applied to the Regional Hospital District's share of the Emergency Department Redevelopment project at the Nanaimo Regional General Hospital in lieu of long term debt.

Interest revenues (interest on cash balances) were higher than budgeted. This result varies from year to year depending on the timing of reimbursing costs to the Vancouver Island Health Authority and accordingly, how long cash from tax levies are available to earn interest.

Interest on long term debt was less than budgeted because short term financing was used for a longer period than anticipated.

Schedule of Capital Grant Fund Activities (Page 11)

This schedule provides a summary of the amounts raised for capital grants approved as part of the annual budget and the expenditure of those funds during the year. The approved grant allocation was slightly more than \$2.0 million 2011 (see Page 10). At December 31, 2011, \$4.3 million remains committed from both 2011 and prior years.

Schedule of Debenture Debt (Page 13)

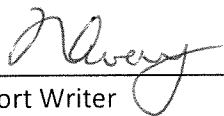
The Hospital District has outstanding debt obligations of \$17.2 million dollars with maturity dates between 2012 to 2031. The Emergency Room Redevelopment project at the Nanaimo Regional General Hospital and the Oceanside Health Care center are the current major projects approved at this time. Long term debt in the amount of approximately \$14.7 million will be secured through the Municipal Finance Authority within the next two years.

SUMMARY/CONCLUSIONS:

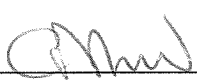
The Regional Hospital District is required to prepare annual audited financial statements. This report summarizes the results of the audited statements for the year ended December 31, 2011.

RECOMMENDATION:

That the 2011 audited financial statements of the Nanaimo Regional Hospital District be received and approved as presented.



Report Writer



C.A.O. Concurrence

April 24, 2012

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

Re: **Audit Findings Report to the Board of Directors**
Year ending December 31, 2011

Dear Ms. Avery,:

We are pleased to submit to you this report for discussion of our audit of the financial statements of Nanaimo Regional Hospital District (the "Hospital District") for the year ended December 31, 2011. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

1. The Audit

Our responsibility, as auditor of the Hospital District, is to report to the Board of Directors on the fair presentation of the 2011 financial statements, in accordance with Canadian public sector accounting standards. To properly discharge this responsibility, we designed our audit process to assess the risk of material misstatement within the statements by examining and assessing the effectiveness of the Hospital District's controls and accounting systems and the evidence supporting the amounts and disclosures in the statements, including the appropriateness of accounting principles and significant estimates made by management.

We have considered the Hospital District's internal control as part of the financial statement audit. This included obtaining an understanding of the internal controls (regardless of whether we intended to rely on them for the purpose of our audit); evaluating the design of these controls; and determining whether they have been implemented. This understanding was sufficient to allow us to identify and assess the risks of material misstatement of the financial statements and to design and perform audit procedures. We have not determined whether relevant controls are operating effectively, as such, our understanding of internal controls should not be relied upon for any other purposes.

Wherever possible, we relied on the effectiveness of controls within the reporting systems in order to reduce the extent of our audit testing. Our audit procedures, consisting of separate examination of each material year-end balance, key transaction, and other event considered significant to the financial statements, were concentrated in areas where risks were identified, and therefore, differences were most likely to arise.

Management has provided us with written representations, acknowledging, among other things, their responsibility for the implementation and maintenance of appropriate reporting systems and controls, including those designed to detect and prevent fraud, and to ensure the appropriateness of the amounts recorded in the accounting records, and the amounts and disclosures in the financial statements.

2. Audit Results

We have satisfactorily completed our audit and are prepared to sign our Auditors' Report after the Board of Directors' review and approval of the financial statements. A substantive approach was used in auditing the Hospital District's financial statements; thus, the Hospital District's controls were not relied upon.

Nanaimo Regional Hospital District

Final materiality calculated and used to assess the significance of misstatements or omissions identified during the audit and determine the level of audit testing performed was \$113,000. The independent audit report will provide an unqualified opinion to the Board of Directors. Key matters noted during our audit are summarized in the table below.

SUBJECTS	2011	2010
Material uncertainties related to events or conditions that may cast significant doubt on entity's ability to continue as a going concern	None	None
Illegal or fraudulent acts	None noted	None noted
Non-compliance with laws and regulations	None	None
Fraud by employees/management with key roles in control activities	None noted	None noted
Differences that may:		
- Have a material effect on comparative information and the current period financial statements	None	None
- Cause future statements to be materially misstated	None	None
- Indicate significant deficiencies in controls	None	None
Irregularities having a material financial statement effect	None	None
Limitations placed on the scope of our audit	None	None
Significant transactions not in the ordinary course of business	None	None
Unusual significant transactions given the entity and its environment	None	None
Non-monetary transactions	None	None
Transactions that increase risk	None	None
Concerns with management breach of corporate conduct	None	None
Conflicts of interest	None	None
Disagreements with management	None	None
Emphasis of matter or other matter paragraph included in the independent auditor's report	None	None
Matters influencing audit appointment	None	None
Difficulties encountered during the audit	None	None
Disagreements with management's accounting estimates	None	None
Disagreements with management's adoption of accounting policies or emphasis on the need for a particular accounting treatment	None	None
Significant deficiencies in the entity's risk assessment process within the design and implementation of controls	None	None
Significant deficiencies in controls resulting from inappropriate response by management regarding implementing controls over significant risks	None	None
Matters giving rise to questions regarding the honesty and integrity of management	None	None

There were no unadjusted differences of any significance noted.

3. Auditor Independence

We confirm to the Board of Directors that we are independent of the Hospital District. Our letter to the Board of Directors discussing our independence is included as Appendix A to this report.

Nanaimo Regional Hospital District

We would like to take this opportunity to formally acknowledge the excellent cooperation and assistance we received from the management and staff of the Hospital District.

The matters raised in this and other reports that will flow from the audit are only those which have come to our attention arising from, or relevant to, our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising and, in particular, we cannot be held responsible for reporting all risks in your business or all control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Yours truly,

MNP LLP

MNP LLP

/jvo

Nanaimo Regional Hospital District

Appendix A

April 24, 2012

Ms. Nancy Avery, CGA
Nanaimo Regional Hospital District
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Ms. Avery,:

We have been engaged to audit the financial statements of Nanaimo Regional Hospital District ("the Hospital District") for the year ending December 31, 2011.

CAS 260 *Communication with Those Charged with Governance* ("the Standard"), requires that we communicate at least annually with you regarding all relationships between the Hospital District and MNP LLP that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

We are not aware of any relationship between the Hospital District and MNP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2011 to April 24, 2012.

Generally Accepted Auditing Standards require that we confirm our independence to the Audit Committee. Accordingly, we hereby confirm that MNP is independent with respect to the Hospital District within the meaning of Rules of Professional Conduct of the Institute of Chartered Accountants of British Columbia as of April 24, 2012.

This report is intended solely for the use of the Board of Directors, management and others within the Hospital District and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Yours truly,

MNP LLP

MNP LLP

/jvo
encls.

MNP

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

We have audited the accompanying consolidated financial statements of the Nanaimo Regional Hospital District, which comprise the consolidated statement of financial position as at December 31, 2011 and the consolidated statements of operations and cash flows and related schedules 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 Nanaimo Regional Hospital District as at December 31, 2011 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Nanaimo, British Columbia


April 25, 2012

MNP LLP
Chartered Accountants

NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2011

	<u>2011</u>	<u>2010</u>
Financial Assets		
Cash	\$ 5,276,422	\$ 1,333,635
Short term investments	1,545,597	6,019,241
Accounts receivable	5,778	1,713
	<u>6,827,797</u>	<u>7,354,589</u>
Financial Liabilities		
Short term debt (Note 2)	3,537,154	3,797,763
Accounts payable	1,196,114	172,995
Accrued liabilities (Note 4)	83,509	72,505
Long term debt (Schedule D, Note 3)	17,329,026	17,224,238
	<u>22,145,803</u>	<u>21,267,501</u>
Net Debt and Accumulated Deficit (Note 7)	<u>\$ (15,318,006)</u>	<u>\$ (13,912,912)</u>

Approved:




General Manager Finance & Information Services

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED DEFICIT
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budget</u> (unaudited)	<u>2011</u>	<u>2010</u>
Revenues			
Property tax revenues	\$ 6,420,840	\$ 6,420,840	\$ 6,294,940
Grants-in-lieu of taxes	26,000	31,778	31,278
Interest on investments	32,155	76,275	52,301
Other revenue	-	1,025,083	843,878
	<u>6,478,995</u>	<u>7,553,976</u>	<u>7,222,397</u>
Expenses			
Administration	20,500	20,708	19,650
Long term debt issue costs	229,770	27,637	49,339
Grants to health care facilities	4,646,355	7,677,640	5,606,033
Short term debt interest and bank charges	86,585	40,981	32,814
Interest on long term debt	1,712,819	1,192,104	1,477,979
	<u>6,696,029</u>	<u>8,959,070</u>	<u>7,185,815</u>
Surplus (deficit) for the year	(217,034)	(1,405,094)	36,582
Opening, Net Debt and Accumulated Deficit	<u>(13,912,912)</u>	<u>(13,912,912)</u>	<u>(13,949,494)</u>
Ending, Net Debt and Accumulated Deficit	<u><u>(14,129,946)</u></u>	<u><u>(15,318,006)</u></u>	<u><u>(13,912,912)</u></u>

Approved:



General Manager Finance & Information Services

See notes to consolidated financial statements

NANAIMO REGIONAL HOSPITAL DISTRICT
 SCHEDULE OF CAPITAL GRANT FUND ACTIVITIES
 FOR THE YEAR ENDED DECEMBER 31, 2011

SCHEDULE B

	<u>2011</u>	<u>2010</u>
FUND BALANCE, BEGINNING	\$ 4,985,285	\$ 4,034,249
Add: Transfer from Revenue Fund (Pg 10)	2,046,355	3,151,800
Less: Grants to Vancouver Island Health Authority	<u>(2,735,950)</u>	<u>(2,200,764)</u>
FUND BALANCE, ENDING (Note 7)	<u>\$ 4,295,690</u>	<u>\$ 4,985,285</u>

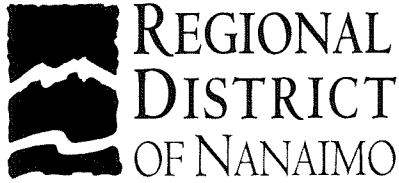
See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
SCHEDULE OF DEBENTURE DEBT
AS AT DECEMBER 31, 2011**

SCHEDULE D

Issue	Bylaw No.	Maturity	Interest Rate	Original Authorized	Outstanding 2011	Outstanding 2010	Sinking Fund Balance 2011	
517	110	Nov 30, 2023	7.875	312,520	77,383	99,773	261,705	
519	82/94/96/97	Feb 21, 2011	10.750	2,934,009	0	220,344	0	
534	79/82/94/96/97/98	Oct 05, 2011	9.810	957,701	0	77,087	0	
536	94	Oct 07, 2011	10.040	531,004	0	42,194	0	
538	94	Jun 10, 2012	9.450	720,000	57,517	112,296	816,491	
612	104	Aug 23, 2013	8.500	10,378	1,723	2,523	10,121	
615	79/94/96	Jan 09, 2012	9.500	836,000	64,997	126,898	991,830	
620	79/94/96/100	Aug 23, 2013	8.500	401,852	61,805	90,518	409,368	
621	79/105/100/104	Aug 23, 2013	8.500	458,920	70,279	102,929	468,311	
622	105	Aug 15, 2014	7.500	826,194	178,145	231,964	803,406	
624	105/106/110/111	Aug 23, 2023	7.875	1,260,559	379,199	451,498	1,077,989	
626	104/105/106	Jun 09, 2014	9.625	1,789,496	402,882	524,594	1,650,683	
627	104/105/106	Aug 23, 2013	9.600	145,386	23,319	34,153	143,517	
72	110	Jun 01, 2020	6.450	125,258	71,153	77,456	55,526	
74	116/117/121	Jun 01, 2011	5.960	509,277	0	62,813	0	
75	111	Dec 01, 2021	5.690	318,086	197,090	212,013	121,493	
80	122/124/128/129	Oct 03, 2018	4.900	998,081	478,806	555,324	508,913	
92	125/131	April 6, 2020	4.550	215,868	135,354	150,122	82,887	
93	127	April 6, 2025	5.100	4,071,247	3,057,026	3,236,880	-	
97	133	April 19, 2016	4.660	288,478	158,337	186,446	133,792	
102	127	Dec 01, 2027	4.820	8,100,000	6,944,910	7,250,887	1,158,887	
103	137	Apr 23, 2023	4.650	324,943	274,286	291,838	52,056	
110	139/127/144	April 8, 2030	4.500	3,083,688	2,967,608	3,083,688	119,477	
116	144	April 4, 2031	4.200	1,727,207	1,727,207	0	-	
					\$30,946,152	\$ 17,329,026	\$ 17,224,238	\$ 8,866,452

See notes to consolidated financial statements



RDN REPORT		
CAO APPROVAL		
EAP		
COW	/	
JUN 04 2012		
RHD		
BOARD		

MEMORANDUM

TO: N. Avery
General Manager, Finance & Information Services

DATE: May 25, 2012

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: Operating Results for the Period Ending April 30, 2012

PURPOSE:

To report on operating results for the period ending April 30, 2012.

BACKGROUND:

This report provides an overview of operating results for the period January 1st to April 30th, 2012.

The results in the schedules attached to this report reflect for the most part cash received or paid in the four moth period. Exceptions to the cash reporting basis are amounts recorded for property taxes and debt payments (accrued at 1/12 of the annual value monthly) and prior year ending surpluses which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current performance benchmark would be approximately 33% versus budget.

FINANCIAL IMPLICATIONS:

There are no observed negative variances at this time. Most expenditure line items are on budget or somewhat lower than budget which is to be expected at this early stage of the year. Reported revenues are consistent with prior years.

Expenditures such as transfers to reserves and to other governments occur in August after taxation revenues are received from the Province and municipalities, which will result in significant increases in those line items later this year.

Other Revenues (includes transfers from capital reserves and Development Cost Charges) and Capital Expenditures are influenced by the timing of large projects which don't begin until budgets are finalized in March. Draw downs of reserves occur when certain capital expenditures are made. Again, these budget areas will typically increase later in the year as projects are tendered and commenced during the better weather months.

Operating Revenues do not yet reflect the first utility services billings which occur at the end of May.

SUMMARY:

The attached appendices summarize the operating activities of the Regional District recorded up to April 30, 2012. There are no observed negative variances at this time. Most expenditure line items are somewhat lower than budget which is to be expected at this early stage of the year. Reported revenues are also consistent at this time, with prior years.

RECOMMENDATION:

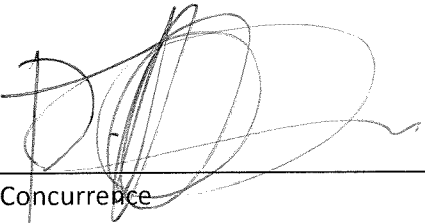
That the summary report of financial results from operations to April 30th, 2012 be received for information.



Report Writer



General Manager



D/ C.A.O. Concurrency



REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
April 30, 2012

	CORPORATE SERVICES			DEVELOPMENT SERVICES			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES																		
TAX REQUISITION	\$2,139,371	\$6,418,113	33%	\$781,261	\$2,343,783	33%	\$4,176,517	\$12,529,328	33%	\$3,036,786	\$9,110,094	33%	\$2,605,605	\$7,816,815	33%	\$12,739,540	\$38,218,133	33%
GRANTS	52,484	90,625	58%	483,359	1,412,301	34%	151,189	310,700	49%	40,888	746,635	5%	2,032,049	5,510,005	37%	2,759,969	8,070,266	34%
OPERATING REVENUE	15,040	186,975	8%	361,816	1,152,378	31%	140,061	1,759,750	8%	532,882	1,926,470	28%	4,287,642	15,968,199	27%	5,537,441	20,993,772	25%
OTHER REVENUE	3,168,890	12,880,440	25%	82,656	332,415	25%	2,144,862	17,980,565	12%	11,185	1,060,295	1%	383,406	1,736,555	22%	5,790,999	33,990,270	17%
PRIOR YEAR'S SURPLUS (DEFICIT)	1,083,017	1,083,000	100%	1,100,486	1,157,520	95%	4,531,944	4,472,162	101%	1,271,159	1,262,890	101%	2,884,395	2,884,435	100%	10,871,001	10,860,007	100%
TOTAL REVENUES	6,458,802	20,659,153	31%	2,809,578	6,398,397	44%	11,144,573	37,052,505	30%	4,892,900	14,106,384	35%	12,193,097	33,916,009	36%	37,498,950	112,132,448	33%
EXPENSES																		
OFFICE OPERATING	389,288	1,256,575	31%	244,100	863,089	28%	278,555	1,071,089	26%	218,114	762,383	29%	1,283,039	3,951,800	32%	2,413,096	7,904,936	31%
COMMUNITY GRANTS	13,683	44,603	31%	0	35,000	0	0	0	0	24,818	109,085	23%	0	0	0	38,501	188,688	20%
LEGISLATIVE	110,087	318,495	35%	0	0	0	0	0	0	0	0	0	0	0	110,087	318,495	35%	
PROFESSIONAL FEES	50,166	420,789	12%	184,559	919,575	20%	77,980	953,545	8%	9,662	252,000	4%	21,726	771,667	3%	344,093	3,317,576	10%
BUILDING - OPER & MAINT	85,546	254,614	34%	22,318	78,063	29%	81,156	315,834	26%	234,500	921,506	25%	136,032	445,390	31%	559,552	2,015,407	28%
VEH & EQUIP - OPER & MAINT	67,199	296,150	23%	16,211	43,615	37%	194,669	881,581	22%	41,822	195,994	21%	1,303,493	5,026,405	26%	1,623,394	6,443,745	25%
OTHER OPERATING COSTS	8,482	321,000	3%	52,713	174,460	30%	963,102	4,132,243	23%	50,845	515,135	10%	1,467,742	6,623,129	22%	2,542,884	11,705,967	22%
WAGES & BENEFITS	1,140,010	3,387,591	34%	710,786	2,313,089	31%	1,276,971	4,092,821	31%	1,373,028	4,019,444	34%	4,146,607	12,425,322	33%	8,647,402	26,238,267	33%
PROGRAM COSTS	0	0	0	14,555	94,020	15%	0	0	0	18,101	151,850	12%	0	0	0	32,656	245,870	13%
CAPITAL EXPENDITURES	595,734	4,605,215	13%	1,757	456,740	0%	2,462,026	19,231,617	13%	71,184	2,084,640	3%	1,044,964	3,172,565	33%	4,175,665	29,560,777	14%
DEBT FINANCING - INTEREST	(12,895)	2,741,150	0%	0	0	0	127,378	411,427	31%	205,776	690,605	30%	0	0	0	320,259	3,843,162	8%
DEBT FINANCING - PRINCIPAL	74,091	2,093,175	4%	0	0	0	115,341	348,895	33%	782,711	1,845,642	42%	0	0	0	972,143	4,267,712	23%
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	10,000	0	0	0	0	0	311,665	0
TRSF TO RESERVE FUND	39,535	558,255	7%	2,738	137,020	2%	645,648	3,851,449	17%	240	652,980	0%	1,448	216,332	1%	689,609	5,416,036	13%
TRSF TO OTHER GOV'T/AGENCIES	1,387,983	3,847,765	36%	6,998	619,930	1%	0	6,000	0	96,609	1,534,812	6%	0	0	0	1,491,590	6,008,507	25%
TOTAL EXPENDITURES	3,948,909	20,145,377	20%	1,256,735	5,734,601	22%	6,222,826	35,296,501	18%	3,127,410	13,756,076	23%	9,405,051	32,934,275	29%	23,960,931	107,866,830	22%
OPERATING SURPLUS (DEFICIT)	\$2,509,893	\$513,776		\$1,552,843	\$663,796		\$4,921,747	\$1,756,004		\$1,765,490	\$350,308		\$2,788,046	\$981,734		\$13,538,019	\$4,265,618	

REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
April 30, 2012

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
CORPORATE SERVICES								
General Administration	\$2,129,187	\$5,524,813	39%	\$1,597,259	\$5,352,292	30%	\$531,928	\$172,521
Electoral Areas Administration	359,354	685,255	52%	201,162	657,445	31%	158,192	27,810
Public Safety								
D68 E911	36,820	113,150	33%	27,934	113,150	25%	8,886	0
D69 E911	211,410	568,190	37%	1,875	521,160	0%	209,535	47,030
Community Justice	29,915	89,580	33%	77,580	89,580	87%	(47,665)	0
Fire Protection - Volunteer								
Coombs-Hilliers	153,539	726,090	21%	169,231	726,090	23%	(15,692)	0
Errington	89,485	468,200	19%	81,441	468,200	17%	8,044	0
Nanoose	838,815	3,829,550	22%	566,754	3,660,945	15%	272,061	168,605
Dashwood	131,745	484,190	27%	165,846	484,190	34%	(34,101)	0
Meadowood	70,162	139,360	50%	46,452	139,360	33%	23,710	0
Extension	74,456	167,095	45%	14,679	167,095	9%	59,777	0
Nanaimo River	5,932	17,795	33%	539	17,795	3%	5,393	0
Bow Horn Bay	82,867	654,920	13%	109,918	654,920	17%	(27,051)	0
Fire Protection - Service Contracts								
French Creek (Area G)	211,913	477,955	44%	42	436,775	0%	211,871	41,180
Parksville Local (Area G)	81,790	151,265	54%	42	105,135	0%	81,748	46,130
Cassidy/Waterloo (Area A & C)	88,764	216,370	41%	51,068	216,370	24%	37,696	0
Wellington (Area C)	28,222	68,220	41%	642	57,720	1%	27,580	10,500
Regional Library	492,893	2,052,775	24%	829,278	2,052,775	40%	(336,385)	0
Feasibility Studies								
Electoral Area E	(2,164)	0	0	0	0	0	(2,164)	0
Electoral Area G	0	0	0	0	0	0	0	0
Electoral Area H	0	0	0	0	0	0	0	0
Municipal Debt Transfers	1,336,530	4,202,880	32%	0	4,202,880	0	1,336,530	0
House Numbering	7,167	21,500	33%	7,167	21,500	33%	0	0
	\$6,458,802	\$20,659,153	31%	\$3,948,909	\$20,145,377	20%	\$2,509,893	\$513,776
DEVELOPMENT SERVICES								
EA Community Planning	\$869,398	\$1,875,285	46%	\$479,840	\$1,665,056	29%	\$389,558	\$210,229
VIHA Homeless Grants	\$470,000	\$470,000	100%	\$0	\$470,000	0%	\$470,000	0
Economic Development South	\$39,631	\$125,000	32%	\$368	\$125,000	0%	\$39,263	0
Economic Development North	\$13,302	\$49,999	27%	\$305	\$50,000	1%	\$12,997	0
Community Works Fund - Dev Svcs	40,217	792,410	5%	40,217	792,410	5%	\$0	0
Regional Growth Management	443,224	703,875	63%	135,063	506,095	27%	308,161	197,780
Emergency Planning	61,826	495,028	12%	78,269	487,515	16%	(16,443)	7,513
Search & Rescue	9,609	27,590	35%	6,000	27,430	22%	3,609	160
Building Inspection	648,799	1,302,640	50%	324,994	1,079,749	30%	323,805	222,891
Bylaw Enforcement								
Animal Control F	20,533	41,235	50%	5,972	33,895	18%	14,561	7,340
Animal Control A, B, C & Lantzville	34,750	75,120	46%	21,394	67,290	32%	13,356	7,830
Animal Control E, G & H	41,130	98,285	42%	29,342	98,285	30%	11,788	0
Nuisance Premises	10,068	21,250	47%	38,253	15,410	248%	(28,185)	5,840
Hazardous Properties	3,306	12,965	25%	2,328	12,055	19%	978	910
Noise Control								
Electoral Area A	6,505	9,850	66%	2,346	6,785	35%	4,159	3,065
Electoral Area B	2,079	8,710	24%	2,413	8,710	28%	(334)	0
Electoral Area C	4,393	9,055	49%	2,334	9,055	26%	2,059	0
Electoral Area E	3,055	7,275	42%	2,350	7,035	33%	705	240
Electoral Area G	5,196	10,695	49%	2,386	10,695	22%	2,810	0
General Enforcement	82,559	262,130	31%	82,559	262,131	31%	0	(1)
	\$2,809,580	\$6,398,397	44%	\$1,256,733	\$5,734,601	22%	\$1,552,847	\$663,797

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
April 30, 2012**

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
REGIONAL & COMMUNITY UTILITIES								
Regional & Community Utilities Administration								
Community Works Fund - Eng Serv	\$109,605	\$337,190	33%	\$110,386	\$337,189	33%	(\$781)	\$1
Wastewater Management	0	0		0	0		0	0
Wastewater Management Plan	223,041	369,715	60%	54,629	251,956	22%	168,412	117,759
Southern Community Wastewater	4,378,445	19,739,277	22%	2,824,694	18,927,842	15%	1,553,751	811,435
Northern Community Wastewater	2,695,880	7,146,753	38%	975,490	7,077,201	14%	1,720,390	69,552
Duke Point Wastewater	168,195	303,805	55%	44,651	235,568	19%	123,544	68,237
Water Supply								
San Pareil fire	8,136	693,600	1%	8,136	693,600	1%	0	0
Whiskey Creek	46,390	185,035	25%	20,725	176,164	12%	25,665	8,871
French Creek	71,715	198,399	36%	50,431	171,830	28%	21,284	26,569
Surfside	25,150	42,453	59%	8,094	28,938	28%	17,056	13,515
Decourcy	5,452	11,429	48%	1,160	7,987	15%	4,292	3,442
San Pareil	63,683	209,680	30%	46,011	203,162	23%	17,672	6,518
Driftwood	2,623	7,850	33%	2,615	7,850	33%	8	0
Englishman River	139,586	220,550	63%	20,280	180,383	11%	119,306	40,167
Melrose Terrace	11,191	30,043	37%	4,778	29,602	16%	6,413	441
Nanoose Bay Peninsula	744,029	1,889,178	39%	481,394	1,774,872	27%	262,635	114,306
Drinking Water/Watershed Protection	506,457	964,948	52%	113,332	857,658	13%	393,125	107,290
Nanoose Bay Bulk	797,267	1,814,370	44%	869,730	1,763,811	49%	(72,463)	50,559
French Creek Bulk	159,500	509,625	31%	22,905	463,775	5%	136,595	45,850
Sewer Collection								
French Creek	207,797	764,972	27%	263,958	758,291	35%	(56,161)	6,681
Nanoose (Fairwinds)	438,308	832,284	53%	111,647	696,775	16%	326,661	135,509
Pacific Shores	47,593	84,853	56%	16,812	54,192	31%	30,781	30,661
Surfside	22,107	38,189	58%	6,363	36,406	17%	15,744	1,783
Cedar	57,928	161,632	36%	42,470	134,814	32%	15,458	26,818
Englishman River Stormwater	15,738	18,738	84%	127	8,480	1%	15,611	10,258
Cedar Estates Stormwater	8,050	11,050	73%	42	7,500	1%	8,008	3,550
Barclay Crescent	73,058	202,539	36%	57,196	185,326	31%	15,862	17,213
Pump & Haul	0	2,400		72	2,400	3%	(72)	0
Streetlighting	71,300	121,809	59%	18,346	82,790	22%	52,954	39,019
Engineering Services	46,349	140,140	33%	46,349	140,140	33%	0	0
	\$11,144,573	\$37,052,506	30%	\$6,222,823	\$35,296,502	18%	\$4,921,750	\$1,756,004

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
April 30, 2012**

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
RECREATION & PARKS SERVICES								
Regional Parks	\$1,004,096	\$3,171,872	32%	\$345,418	\$3,111,221	11%	\$658,678	\$60,651
Community Parks								
Electoral Area A	65,815	906,850	7%	30,312	906,832	3%	35,503	18
Electoral Area B	119,775	304,615	39%	41,179	269,635	15%	78,596	34,980
Electoral Area C	43,588	85,265	51%	13,166	79,960	16%	30,422	5,305
Electoral Area D	45,686	90,985	50%	13,547	90,985	15%	32,139	0
Electoral Area E	44,759	131,280	34%	27,382	128,001	21%	17,377	3,279
Electoral Area F	85,277	224,720	38%	49,412	206,086	24%	35,865	18,634
Electoral Area G	60,553	187,390	32%	26,197	187,370	14%	34,356	20
Electoral Area H	100,137	331,710	30%	28,121	331,710	8%	72,016	0
Area A Recreation & Culture	123,093	226,690	54%	46,967	226,690	21%	76,126	0
Northern Community Recreation	551,888	1,475,800	37%	326,487	1,455,433	22%	225,401	20,367
Oceanside Place Arena	868,725	2,366,820	37%	745,424	2,290,560	33%	123,301	76,260
Ravensong Aquatic Center	1,354,348	3,348,495	40%	1,388,603	3,217,826	43%	(34,255)	130,669
Gabriola Island Recreation	33,855	94,630	36%	41,399	94,630	44%	(7,544)	0
Southern Community Recreation	364,878	1,080,235	34%	3,796	1,080,235	0%	361,082	0
Hotel Room Tax	0	0		0	0		0	0
Port Theater Contribution	26,426	79,027	33%	0	78,902		26,426	125
	\$4,892,899	\$14,106,384	35%	\$3,127,410	\$13,756,076	23%	\$1,765,489	\$350,308
TRANSPORTATION AND SOLID WASTE SERVICES								
Gabriola Island Emergency Wharf	\$3,894	\$7,610	51%	\$107	\$6,150	2%	\$3,787	\$1,460
Southern Community Transit	7,949,604	18,842,180	42%	6,017,173	18,122,769	33%	1,932,431	719,411
Northern Community Transit	609,487	1,626,105	37%	461,292	1,449,883	32%	148,195	176,222
Solid Waste Disposal	2,859,510	9,619,755	30%	1,873,137	9,579,822	20%	986,373	39,933
Solid Waste Collection & Recycling	770,402	3,820,359	20%	1,053,142	3,775,651	28%	(282,740)	44,708
	\$12,192,897	\$33,916,009	36%	\$9,404,851	\$32,934,275	29%	\$2,788,046	\$981,734
TOTAL ALL SERVICES	\$37,498,751	\$112,132,449	33%	\$23,960,726	\$107,866,831	22%	\$13,538,025	\$4,265,619

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
April 30, 2012**

	Administration			Electoral Area Administration			Public Safety			Fire Protection			Regional Library		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES															
TAX REQUISITION	\$284,119	\$852,358	33%	\$108,173	\$324,520	33%	\$244,640	\$733,920	33%	\$945,229	\$2,835,685	33%	\$550,043	\$1,650,130	33%
GRANTS	10,667	46,425	23%	40,836	38,000	107%	0	0		981	6,200	16%	0	0	
OPERATING REVENUE	23,998	150,000	16%	8,925	15,985	56%	0	0		41,431	20,990	197%	(57,150)	0	
OTHER REVENUE	1,288,232	3,953,855	33%	52,667	158,000	33%	0	3,500		491,461	4,159,560	12%	0	402,645	
PRIOR YEAR'S SURPLUS (DEFICIT)	522,171	522,175	100%	148,753	148,750	100%	33,505	33,500	100%	378,588	378,575	100%	0	0	
TOTAL REVENUES	2,129,187	5,524,813	39%	359,354	685,255	52%	278,145	770,920	36%	1,857,690	7,401,010	25%	492,893	2,052,775	24%
EXPENSES															
OFFICE OPERATING	257,974	723,390	36%	100,227	308,300	33%	5,077	14,665	35%	18,843	188,720	10%	0	0	
COMMUNITY GRANTS	13,683	44,603	31%	0	0		0	0		0	0		0	0	
LEGISLATIVE	84,367	267,265	32%	25,720	51,230	50%	0	0		0	0		0	0	
PROFESSIONAL FEES	48,441	407,539	12%	941	12,150	8%	256	0		528	1,100	48%	0	0	
BUILDING - OPER & MAINT	60,592	170,024	36%	1,507	6,525	23%	3,601	310	1162%	19,846	77,755	26%	0	0	
VEH & EQUIP - OPER & MAINT	4,248	36,255	12%	1,016	4,300	24%	0	4,295		61,935	251,300	25%	0	0	
OTHER OPERATING COSTS	3,122	39,000	8%	700	20,000	4%	0	0		4,660	262,000	2%	0	0	
WAGES & BENEFITS	1,067,540	3,151,356	34%	70,653	227,495	31%	0	0		1,817	8,740	21%	0	0	
CAPITAL EXPENDITURES	56,155	333,000	17%	0	26,250		0	3,500		539,579	4,242,465	13%	0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		30,438	149,160	20%	(43,333)	260,000	-17%
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		26,544	79,640	33%	47,547	142,645	33%
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	1,137	154,390	1%	398	1,195	33%	0	5		38,000	402,665	9%	0	0	
TRSF TO OTHER GOV'T/AGENCIES	0	25,470		0	0		98,455	701,115	14%	464,464	1,471,050	32%	825,064	1,650,130	50%
TOTAL EXPENDITURES	1,597,259	5,352,292	30%	201,162	657,445	31%	107,389	723,890	15%	1,206,654	7,134,595	17%	829,278	2,052,775	40%
OPERATING SURPLUS (DEFICIT)	\$531,928	\$172,521		\$158,192	\$27,810		\$170,756	\$47,030		\$651,036	\$266,415		(\$336,385)	\$0	

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
April 30, 2012**

	Feasibility Studies			Municipal Debt Transfers			House Numbering			Total Corporate Services		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES												
TAX REQUISITION	\$0	\$0		\$0	\$0		\$7,167	\$21,500	33%	\$2,139,371	\$6,418,113	33%
GRANTS	0	0		0	0		0	0		52,484	90,625	58%
OPERATING REVENUE	(2,164)	0		0	0		0	0		15,040	186,975	8%
OTHER REVENUE	0	0		1,336,530	4,202,880	32%	0	0		3,168,890	12,880,440	25%
PRIOR YEAR'S SURPLUS (DEFICIT)	0	0		0	0		0	0		1,083,017	1,083,000	100%
TOTAL REVENUES	(2,164)	0		1,336,530	4,202,880	32%	7,167	21,500	33%	6,458,802	20,659,153	31%
EXPENSES												
OFFICE OPERATING	0	0		0	0		7,167	21,500	33%	389,288	1,256,575	31%
COMMUNITY GRANTS	0	0		0	0		0	0		13,683	44,603	31%
LEGISLATIVE	0	0		0	0		0	0		110,087	318,495	35%
PROFESSIONAL FEES	0	0		0	0		0	0		50,166	420,789	12%
BUILDING - OPER & MAINT	0	0		0	0		0	0		85,546	254,614	34%
VEH & EQUIP - OPER & MAINT	0	0		0	0		0	0		67,199	296,150	23%
OTHER OPERATING COSTS	0	0		0	0		0	0		8,482	321,000	3%
WAGES & BENEFITS	0	0		0	0		0	0		1,140,010	3,387,591	34%
CAPITAL EXPENDITURES	0	0		0	0		0	0		595,734	4,605,215	13%
DEBT FINANCING - INTEREST	0	0		0	2,331,990		0	0		(12,895)	2,741,150	0%
DEBT FINANCING - PRINCIPAL	0	0		0	1,870,890		0	0		74,091	2,093,175	4%
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		0	0		0	0		39,535	558,255	7%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		1,387,983	3,847,765	36%
TOTAL EXPENDITURES	0	0		0	4,202,880		7,167	21,500	33%	3,948,909	20,145,377	20%
OPERATING SURPLUS (DEFICIT)	(\$2,164)	\$0		\$1,336,530	\$0		\$0	\$0		\$2,509,893	\$513,776	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
April 30, 2012**

	EA Community Planning			VIHA Homeless Grants			Economic Dev Southern			Economic Dev Northern		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES												
TAX REQUISITION	\$440,162	\$1,320,485	33%	\$0	\$0		\$39,631	\$118,892	33%	\$13,302	\$39,906	33%
GRANTS	215	50,000	0%	470,000	470,000	100%	0	6,108		0	10,093	
OPERATING REVENUE	18,384	84,500	22%	0	0		0	0		0	0	
OTHER REVENUE	2,335	12,000	19%	0	0		0	0		0	0	
PRIOR YEAR'S SURPLUS (DEFICIT)	408,302	408,300	100%	0	0		0	0		0	0	
TOTAL REVENUES	869,398	1,875,285	46%	470,000	470,000	100%	39,631	125,000	32%	13,302	49,999	27%
EXPENSES												
OFFICE OPERATING	114,166	413,173	28%	0	0		0	0		0	0	
PROFESSIONAL FEES	51,294	140,000	37%	0	0		368	0		0	0	
BUILDING - OPER & MAINT	12,688	42,563	30%	0	0		0	0		0	0	
VEH & EQUIP - OPER & MAINT	2,385	7,815	31%	0	0		0	0		0	0	
OTHER OPERATING COSTS	29,292	88,315	33%	0	0		0	0		0	0	
WAGES & BENEFITS	269,640	931,915	29%	0	0		0	0		305	0	
COMMUNITY GRANTS	0	0		0	0		0	0		0	35,000	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	7,150		0	0		0	0		0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	375	34,125	1%	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	470,000		0	125,000		0	15,000	
TOTAL EXPENDITURES	479,840	1,665,056	29%	0	470,000		368	125,000	0%	305	50,000	1%
OPERATING SURPLUS (DEFICIT)	\$389,558	\$210,229		\$470,000	\$0		\$39,263	\$0		\$12,997	(\$1)	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
April 30, 2012**

	Comm Works Fund Projects			Regional Growth Management			Emergency Planning			Search & Rescue		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES												
TAX REQUISITION GRANTS	\$0	\$0		\$131,000	\$393,000	33%	\$76,202	\$228,605	33%	\$9,000	\$27,000	33%
OPERATING REVENUE	40,217	769,410	5%	1,346	0		(28,570)	106,555	-27%	150	135	111%
OTHER REVENUE	0	0		0	0		6,526	110,198	6%	5	0	
PRIOR YEAR'S SURPLUS (DEFICIT)	0	23,000		0	0		0	42,000		0	0	
	0	0		310,878	310,875	100%	7,668	7,670	100%	454	455	100%
TOTAL REVENUES	40,217	792,410	5%	443,224	703,875	63%	61,826	495,028	12%	9,609	27,590	35%
EXPENSES												
OFFICE OPERATING	0	20,000		34,975	126,210	28%	9,479	55,236	17%	0	0	
PROFESSIONAL FEES	40,174	527,000	8%	1,748	72,500	2%	10,866	26,750	41%	0	0	
BUILDING - OPER & MAINT	0	2,000		0	4,900		2,740	1,600	171%	6,000	24,000	25%
VEH & EQUIP - OPER & MAINT	0	0		117	350	33%	1,919	11,000	17%	0	0	
OTHER OPERATING COSTS	0	0		536	12,500	4%	339	6,900	5%	0	0	
WAGES & BENEFITS	0	30,000		97,437	288,885	34%	41,536	115,814	36%	0	0	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		2,565	74,020	3%	0	0	
CAPITAL EXPENDITURES	43	213,410	0%	0	0		1,714	176,930	1%	0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		250	750	33%	113	12,765	1%	0	0	
TRSF TO OTHER GOV'T/AGENCIES	0	0		0	0		6,998	6,500	108%	0	3,430	
TOTAL EXPENDITURES	40,217	792,410	5%	135,063	506,095	27%	78,269	487,515	16%	6,000	27,430	22%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$308,161	\$197,780		(\$16,443)	\$7,513		\$3,609	\$160	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
April 30, 2012**

	Building Inspection			Bylaw Enforcement			Total Development Services		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES									
TAX REQUISITION GRANTS	\$0	\$0		\$71,965	\$215,895	33%	\$781,261	\$2,343,783	33%
OPERATING REVENUE	328,531	926,560	35%	8,370	31,120	27%	483,359	1,412,301	34%
OTHER REVENUE	0	0		80,321	255,415	31%	361,816	1,152,378	31%
PRIOR YEAR'S SURPLUS (DEFICIT)	320,268	376,080	85%	52,918	54,140	98%	82,656	332,415	25%
TOTAL REVENUES	648,799	1,302,640	50%	213,574	556,570	38%	2,809,578	6,398,397	44%
EXPENSES									
OFFICE OPERATING PROFESSIONAL FEES	71,436	212,435	34%	14,046	36,035	39%	244,100	863,089	28%
BUILDING - OPER & MAINT	24	2,000	1%	80,085	151,325	53%	184,559	919,575	20%
VEH & EQUIP - OPER & MAINT	140	0		750	3,000	25%	22,318	78,063	29%
OTHER OPERATING COSTS	7,837	17,600	45%	3,953	6,850	58%	16,211	43,615	37%
WAGES & BENEFITS	790	3,895	20%	21,755	62,850	35%	52,713	174,460	30%
COMMUNITY GRANTS	232,777	747,169	31%	69,089	199,305	35%	710,786	2,313,089	31%
PROGRAM COSTS	0	0		0	0		0	35,000	
CAPITAL EXPENDITURES	11,990	20,000	60%	0	0		14,555	94,020	15%
DEBT FINANCING - INTEREST	0	26,250		0	33,000		1,757	456,740	0%
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	50,400		2,000	38,980	5%	2,738	137,020	2%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		6,998	619,930	1%
TOTAL EXPENDITURES	324,994	1,079,749	30%	191,678	531,345	36%	1,256,735	5,734,601	22%
OPERATING SURPLUS (DEFICIT)	\$323,805	\$222,891		\$21,896	\$25,225		\$1,552,843	\$663,796	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
April 30, 2012**

	Regional Parks			Community Parks			Area A Recreation & Culture			Northern Community Recreation			Oceanside Place Arena		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES															
TAX REQUISITION	\$587,942	\$1,763,562	33%	\$274,064	\$822,190	33%	\$41,797	\$125,390	33%	\$386,313	\$1,158,940	33%	\$547,225	\$1,641,675	33%
GRANTS	37,888	149,705	25%	2,192	588,910	0%	0	0		800	7,500	11%	0	0	
OPERATING REVENUE	1,156	506,500	0%	848	42,000	2%	1,419	1,420	100%	59,231	212,235	28%	226,748	610,025	37%
OTHER REVENUE	0	375,000		0	521,240		0	20,000		1,000	1,000	100%	10,185	30,555	33%
PRIOR YEAR'S SURPLUS (DEFICIT)	377,110	377,105	100%	288,486	288,475	100%	79,877	79,880	100%	104,544	96,125	109%	84,567	84,565	100%
TOTAL REVENUES	1,004,096	3,171,872	32%	565,590	2,262,815	25%	123,093	226,690	54%	551,888	1,475,800	37%	868,725	2,366,820	37%
EXPENSES															
OFFICE OPERATING	35,140	120,425	29%	27,094	87,768	31%	6,031	17,055	35%	39,958	142,415	28%	49,084	183,090	27%
PROFESSIONAL FEES	4,203	197,000	2%	1,485	35,000	4%	0	1,000		114	3,500	3%	1,800	10,500	17%
BUILDING - OPER & MAINT	23,127	186,555	12%	7,235	27,846	26%	1,050	16,465	6%	7,973	26,520	30%	104,838	321,200	33%
VEH & EQUIP - OPER & MAINT	7,680	36,049	21%	5,613	28,100	20%	0	0		1,993	16,545	12%	20,646	90,295	23%
OTHER OPERATING COSTS	16,559	251,100	7%	7,056	178,640	4%	1,783	1,920	93%	10,582	32,800	32%	5,243	18,700	28%
WAGES & BENEFITS	156,551	453,055	35%	143,944	406,380	35%	36,644	42,885	85%	225,365	782,943	29%	364,853	997,980	37%
COMMUNITY GRANTS	0	0		0	0		0	25,245		14,548	66,740	22%	696	1,100	63%
RECREATION PROGRAMS	0	1,500		88	600	15%	1,459	925	158%	3,894	93,495	4%	3,010	10,600	28%
CAPITAL EXPENDITURES	68,992	610,945	11%	2,192	1,227,610	0%	0	20,000		0	1,500		0	61,085	
DEBT FINANCING - INTEREST	12,047	56,900	21%	7,989	23,965	33%	0	0		0	0		104,177	312,530	33%
DEBT FINANCING - PRINCIPAL	0	788,447		5,620	16,860	33%	0	0		0	0		91,017	273,050	33%
CONTINGENCY	0	0		0	0		0	10,000		0	0		0	0	
TRSF TO RESERVE FUND	60	378,185	0%	0	145,810		0	91,195		60	350	17%	60	10,430	1%
TRSF TO OTHER GOV'T/AGENCIES	21,059	31,060	68%	21,000	22,000	95%	0	0		22,000	288,625	8%	0	0	
TOTAL EXPENDITURES	345,418	3,111,221	11%	229,316	2,200,579	10%	46,967	226,690	21%	326,487	1,455,433	22%	745,424	2,290,560	33%
OPERATING SURPLUS (DEFICIT)	\$658,678	\$60,651		\$336,274	\$62,236		\$76,126	\$0		\$225,401	\$20,367		\$123,301	\$76,260	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
April 30, 2012**

	Ravensong Aquatic Center			Gabriola Island Recreation			Southern Community Recreation & Culture			Total Recreation & Parks		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES												
TAX REQUISITION	\$785,333	\$2,356,000	33%	\$30,133	\$90,400	33%	\$383,979	\$1,151,937	33%	\$3,036,786	\$9,110,094	33%
GRANTS	0	0		8	520	2%	0	0		40,888	746,635	5%
OPERATING REVENUE	243,480	554,290	44%	0	0		0	0		532,882	1,926,470	28%
OTHER REVENUE	0	112,500		0	0		0	0		11,185	1,060,295	1%
PRIOR YEAR'S SURPLUS (DEFICIT)	325,535	325,705	100%	3,714	3,710	100%	7,326	7,325	100%	1,271,159	1,262,890	101%
TOTAL REVENUES	1,354,348	3,348,495	40%	33,855	94,630	36%	391,305	1,159,262	34%	4,892,900	14,106,384	35%
EXPENSES												
OFFICE OPERATING	60,105	207,705	29%	702	3,925	18%	0	0		218,114	762,383	29%
PROFESSIONAL FEES	432	5,000	9%	1,628	0		0	0		9,662	252,000	4%
BUILDING - OPER & MAINT	86,481	310,525	28%	0	0		3,796	32,395	12%	234,500	921,506	25%
VEH & EQUIP - OPER & MAINT	5,890	24,855	24%	0	150		0	0		41,822	195,994	21%
OTHER OPERATING COSTS	9,587	31,600	30%	35	300	12%	0	75		50,845	515,135	10%
WAGES & BENEFITS	439,187	1,318,481	33%	6,484	17,720	37%	0	0		1,373,028	4,019,444	34%
COMMUNITY GRANTS	9,574	16,000	60%	0	0		0	0		24,818	109,085	23%
RECREATION PROGRAMS	9,650	44,730	22%	0	0		0	0		18,101	151,850	12%
CAPITAL EXPENDITURES	0	173,500		0	0		0	0		71,184	2,094,640	3%
DEBT FINANCING - INTEREST	81,563	297,210	27%	0	0		0	0		205,776	690,605	30%
DEBT FINANCING - PRINCIPAL	686,074	767,285	89%	0	0		0	0		782,711	1,845,642	42%
CONTINGENCY	0	0		0	0		0	0		0	10,000	
TRSF TO RESERVE FUND	60	20,935	0%	0	6,070		0	5		240	652,980	0%
TRSF TO OTHER GOVT/AGENCIES	0	0		32,550	66,465	49%	0	1,126,662		96,609	1,534,812	6%
TOTAL EXPENDITURES	1,388,603	3,217,826	43%	41,399	94,630	44%	3,796	1,159,137	0%	3,127,410	13,756,076	23%
OPERATING SURPLUS (DEFICIT)	(\$34,255)	\$130,669		(\$7,544)	\$0		\$387,509	\$125		\$1,765,490	\$350,308	

**REGIONAL DISTRICT OF NANAIMO
REGIONAL & COMMUNITY UTILITIES
April 30, 2012**

	Administration			Wastewater Management			Water Supply		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES									
TAX REQUISITION	\$0	\$0		\$2,968,038	\$8,904,114	33%	\$768,046	\$2,303,915	33%
GRANTS	0	0		41,213	88,470	47%	109,846	221,715	50%
OPERATING REVENUE	0	0		116,078	373,180	31%	2,415	956,741	0%
OTHER REVENUE	109,605	337,190	33%	1,868,934	15,722,290	12%	133,757	1,787,655	7%
PRIOR YEAR'S SURPLUS (DEFICIT)	0	0		2,471,298	2,471,495	100%	1,567,115	1,507,134	104%
TOTAL REVENUES	109,605	337,190	33%	7,465,561	27,559,549	27%	2,581,179	6,777,160	38%
EXPENSES									
OFFICE OPERATING	4,230	6,300	67%	187,148	671,524	28%	65,159	308,535	21%
PROFESSIONAL FEES	0	0		49,254	519,965	9%	28,551	414,850	7%
BUILDING - OPER & MAINT	398	0		41,577	174,840	24%	27,503	97,762	28%
VEH & EQUIP - OPER & MAINT	906	3,825	24%	146,238	697,200	21%	31,540	96,780	33%
WAGES & BENEFITS	103,194	309,104	33%	675,333	2,251,489	30%	355,151	1,093,323	32%
OTHER OPERATING COSTS	1,658	8,960	19%	486,390	2,296,767	21%	169,914	790,188	22%
CAPITAL EXPENDITURES	0	9,000		1,585,871	16,348,628	10%	870,818	2,767,434	31%
DEBT FINANCING - INTEREST	0	0		39,454	118,365	33%	54,023	191,345	28%
DEBT FINANCING - PRINCIPAL	0	0		43,021	129,065	33%	46,540	142,485	33%
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		645,181	3,284,724	20%	392	450,930	0%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	6,000	
TOTAL EXPENDITURES	110,386	337,189	33%	3,899,467	26,492,567	15%	1,649,591	6,359,632	26%
OPERATING SURPLUS (DEFICIT)	(\$781)	\$1		\$3,566,094	\$1,066,982		\$931,588	\$417,528	

**REGIONAL DISTRICT OF NANAIMO
REGIONAL & COMMUNITY UTILITIES
April 30, 2012**

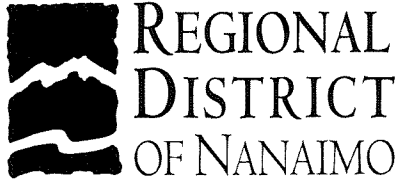
	Sewer Collection			Street Lighting			Engineering			Total Regional & Community Utilities		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES												
TAX REQUISITION	\$415,371	\$1,246,114	33%	\$25,062	\$75,185	33%	\$0	\$0		\$4,176,517	\$12,529,328	33%
GRANTS	0	0		130	515	25%	0	0		151,189	310,700	49%
OPERATING REVENUE	7,785	422,329	2%	0	0		13,783	7,500	184%	140,061	1,759,750	8%
OTHER REVENUE	0	790		0	0		32,566	132,640	25%	2,144,862	17,980,565	12%
PRIOR YEAR'S SURPLUS (DEFICIT)	447,423	447,424	100%	46,108	46,109	100%	0	0		4,531,944	4,472,162	101%
TOTAL REVENUES	870,579	2,116,657	41%	71,300	121,809	59%	46,349	140,140	33%	11,144,573	37,052,505	30%
EXPENSES												
OFFICE OPERATING	21,200	79,480	27%	336	1,000	34%	482	4,250	11%	278,555	1,071,089	26%
PROFESSIONAL FEES	175	12,730	1%	0	0		0	6,000		77,980	953,545	8%
BUILDING - OPER & MAINT	7,312	26,432	28%	4,366	16,800	26%	0	0		81,156	315,834	26%
VEH & EQUIP - OPER & MAINT	15,985	83,776	19%	0	0		0	0		194,669	881,581	22%
WAGES & BENEFITS	97,719	309,395	32%	0	920		45,574	128,590	35%	1,276,971	4,092,821	31%
OTHER OPERATING COSTS	291,203	980,108	30%	13,644	54,920	25%	293	1,300	23%	963,102	4,132,243	23%
CAPITAL EXPENDITURES	5,337	106,555	5%	0	0		0	0		2,462,026	19,231,617	13%
DEBT FINANCING - INTEREST	33,901	101,717	33%	0	0		0	0		127,378	411,427	31%
DEBT FINANCING - PRINCIPAL	25,780	77,345	33%	0	0		0	0		115,341	348,895	33%
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	75	106,645	0%	0	9,150		0	0		645,648	3,851,449	17%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	6,000	
TOTAL EXPENDITURES	498,687	1,884,183	26%	18,346	82,790	22%	46,349	140,140	33%	6,222,826	35,296,501	18%
OPERATING SURPLUS (DEFICIT)	\$371,892	\$232,474		\$52,954	\$39,019		\$0	\$0		\$4,921,747	\$1,756,004	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
April 30, 2012**

	Gabriola Island Emergency Wharf			Southern Community Transportation			Northern Community Transportation			Total Transportation Services		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES												
TAX REQUISITION	\$1,858	\$5,575	33%	\$2,221,782	\$6,665,345	33%	\$267,953	\$803,860	33%	\$2,491,593	\$7,474,780	33%
GRANTS	0	0		1,883,187	5,063,205	37%	147,695	440,000	34%	2,030,882	5,503,205	37%
OPERATING REVENUE	0	0		1,355,855	3,921,165	35%	79,257	268,005	30%	1,435,112	4,189,170	34%
OTHER REVENUE	0	0		382,868	1,086,555	35%	338	0		383,206	1,086,555	35%
PRIOR YEAR'S SURPLUS (DEFICIT)	2,036	2,035	100%	2,105,912	2,105,910	100%	114,244	114,240	100%	2,222,192	2,222,185	100%
TOTAL REVENUES	3,894	7,610	51%	7,949,604	18,842,180	42%	609,487	1,626,105	37%	8,562,985	20,475,895	42%
EXPENSES												
OFFICE OPERATING	50	150	33%	713,615	2,237,805	32%	255,732	767,195	33%	969,397	3,005,150	32%
PROFESSIONAL FEES	0	2,000		102	11,000	1%	0	0		102	13,000	1%
BUILDING - OPER & MAINT	57	2,000	3%	90,775	289,949	31%	0	0		90,832	291,949	31%
VEH & EQUIP - OPER & MAINT	0	0		1,150,039	4,318,545	27%	0	0		1,150,039	4,318,545	27%
OTHER OPERATING COSTS	0	0		113,180	340,325	33%	0	0		113,180	340,325	33%
WAGES & BENEFITS	0	0		2,908,600	8,568,810	34%	205,560	682,688	30%	3,114,160	9,251,498	34%
CAPITAL EXPENDITURES	0	0		1,040,180	1,873,915	56%	0	0		1,040,180	1,873,915	56%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	301,665		0	0		0	301,665	
TRSF TO RESERVE FUND	0	2,000		682	180,755	0%	0	0		682	182,755	0%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	107	6,150	2%	6,017,173	18,122,769	33%	461,292	1,449,883	32%	6,478,572	19,578,802	33%
OPERATING SURPLUS (DEFICIT)	\$3,787	\$1,460		\$1,932,431	\$719,411		\$148,195	\$176,222		\$2,084,413	\$897,093	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
April 30, 2012**

	Total Solid Waste Disposal			Solid Waste Collection & Recycling			Total Transportation and Solid Waste Services		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
REVENUES									
TAX REQUISITION	\$114,012	\$342,035	33%	\$0	\$0		\$2,605,605	\$7,816,815	33%
GRANTS	1,167	6,800	17%	0	0		2,032,049	5,510,005	37%
OPERATING REVENUE	2,436,070	8,312,610	29%	416,460	3,466,419	12%	4,287,642	15,968,199	27%
OTHER REVENUE	200	650,000	0%	0	0		383,406	1,736,555	22%
PRIOR YEAR'S SURPLUS (DEFICIT)	308,261	308,310	100%	353,942	353,940	100%	2,884,395	2,884,435	100%
TOTAL REVENUES	2,859,710	9,619,755	30%	770,402	3,820,359	20%	12,193,097	33,916,009	36%
EXPENSES									
OFFICE OPERATING	222,302	649,100	34%	91,340	297,550	31%	1,283,039	3,951,800	32%
PROFESSIONAL FEES	21,217	754,167	3%	407	4,500	9%	21,726	771,667	3%
BUILDING - OPER & MAINT	44,306	150,760	29%	894	2,681	33%	136,032	445,390	31%
VEH & EQUIP - OPER & MAINT	153,164	706,475	22%	290	1,385	21%	1,303,493	5,026,405	26%
OTHER OPERATING COSTS	433,255	2,947,874	15%	921,307	3,334,930	28%	1,467,742	6,623,129	22%
WAGES & BENEFITS	993,611	3,040,374	33%	38,836	133,450	29%	4,146,607	12,425,322	33%
CAPITAL EXPENDITURES	4,784	1,297,700	0%	0	950		1,044,964	3,172,565	33%
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	301,665	
TRSF TO RESERVE FUND	698	33,372	2%	68	205	33%	1,448	216,332	1%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	1,873,337	9,579,822	20%	1,053,142	3,775,651	28%	9,405,051	32,934,275	29%
OPERATING SURPLUS (DEFICIT)	\$986,373	\$39,933		(\$282,740)	\$44,708		\$2,788,046	\$981,734	



RDN REPORT	
CAO APPROVAL	
EAP	<input checked="" type="checkbox"/>
COW	<input checked="" type="checkbox"/>
JUN 05 2012	
RHD	<input type="checkbox"/>
BOARD	<input type="checkbox"/>

MEMORANDUM

TO: C.Mason
Chief Administrative Officer

DATE: May 4, 2012

FROM: N.Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: Approval of Signing Authorities for General Banking and Investments

PURPOSE:

To update the signing authorities for general banking and investment purposes.

BACKGROUND:

As part of the changes occurring with respect to certain senior managers who will be leaving the Regional District of Nanaimo, it is necessary to update the designated signing authorities for financial instruments for the Regional District of Nanaimo and the Nanaimo Regional Hospital District. While the list of designated positions does not change, the persons named to those positions have changed and therefore a new resolution is required.

The signing authority changes will affect accounts currently held with:

- TD Canada Trust
- Municipal Finance Authority
- Canaccord Capital
- BMO Nesbitt Burns

Should the Regional District or Regional Hospital District open new financial instrument accounts the designated signing authorities as outlined in this report would also apply.

The updated signing authorities would be as follows:

- | | |
|------------------------------|---------------|
| Chairperson | Joe Stanhope |
| Deputy Chairperson | Diane Brennan |
| Chief Administrative Officer | Carol Mason |
| Director of Finance | Wendy Idema |
| Manager, Accounting Services | Tiffany Moore |

The practical application of the signing authorities involves for the most part issuing cheques for goods and services and investing sums with the Municipal Finance Authority. These transactions require two signatures to be valid. At present cheques less than \$1,000 have two signatures automatically printed through the finance software – cheques over \$1,000 have one signature printed and are reviewed and signed manually for the second signature by the Manager, Accounting Services. Cheques with a value of more than \$250,000 have no pre-printed signatures and must be signed individually by two signing officers, typically the Director of Finance and the Manager, Accounting Services.

ALTERNATIVES:

1. Approve the signing authorities as presented to be applicable to the Regional District of Nanaimo and the Nanaimo Regional Hospital District.
2. Recommend an alternative list of signing authorities.

FINANCIAL IMPLICATIONS:

There are no financial implications to these measures. The number of designated authorities is sufficient to ensure that where two signatures are required they can be obtained in an efficient manner.

SUMMARY/CONCLUSIONS:

As part of the changes occurring with respect to certain senior managers who will be leaving the Regional District of Nanaimo, it is necessary to update the designated signing authorities for financial instruments for the Regional District of Nanaimo and the Nanaimo Regional Hospital District. While the list of designated positions does not change, the persons named to those positions have changed and therefore a new resolution is required.

Staff recommends approving the signing authorities as presented.

RECOMMENDATIONS:

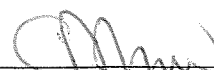
1. That the signing authorities for general banking services and financial instruments reflect the following officer positions:

Chairperson	Joe Stanhope
Deputy Chairperson	Diane Brennan
Chief Administrative Officer	Carol Mason
Director of Finance	Wendy Idema
Manager, Accounting Services	Tiffany Moore

2. That the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo and the Nanaimo Regional Hospital District.



Report Writer



C.A.O. Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
JUN 04 2012	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: June 4, 2012

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Implementation of wireless tablets for elected members

PURPOSE:

To discuss providing wireless tablets for elected members as an additional option for accessing Regional District business information.

BACKGROUND:

The Regional District provides Electoral Area Directors an allowance of \$2,000 (upon election/re-election) for the purpose of acquiring computer equipment which will enable them to receive email and documents from the Regional District related to their duties, as well as for communicating directly with their constituents. Electoral Area Directors also receive a \$50 monthly allowance to cover the cost of a cell or smartphone. Similar equipment/allowances are provided by municipal jurisdictions to their members.

Recently some Board members have expressed an interest in using tablet devices in place of receiving large printed documents which require physical storage and transportation from place to place as they attend meetings.

Staff recently reviewed the question of whether it was practical to support both Blackberry phones, which have until now been the RDN standard for its employees and alternative smartphones such as iPhones or Android smartphones. Staff concluded that there is no over-riding practical reason to limit the choice of phone to a Blackberry but did recommend restricting the selection to either Blackberry's or iPhones. The primary reason is that iPhones have a common "interface" which makes overall employee support easier to manage. For the same reason, if the Regional District were to move to tablet devices for elected members, staff recommends the Apple iPad platform.

There are a number of software applications which have been reviewed briefly at this time, which would allow the devices to access a secure site within the RDN's computer infrastructure for viewing information electronically while attending meetings.

ALTERNATIVES:

1. Provide iPads as an additional communications device commencing as soon as possible.
2. Provide iPads as an additional communications device commencing in 2013.

FINANCIAL IMPLICATIONS:

Alternative 1

The estimated cost to provide an iPad including the necessary software, is between \$1,200 and \$1,400. The Chief Administrative Officers of each municipal member, support cost sharing on devices supplied to their municipal appointees to the Board, at 50% of the cost. 50% of the cost of all devices would be paid for through the Legislative Services budget and 50% of the cost of Electoral Area Director devices would be paid for through the Electoral Areas Administration budget. If all members were provided with iPads the maximum estimated costs would be as follows:

	Legislative Services (Shared by All)	EA Administration (EA's only)
Municipal Directors	\$ 7,000	
Electoral Area Directors	<u>\$ 4,900</u>	<u>\$4,900</u>
Total	<u>\$11,900</u>	<u>\$4,900</u>

While not specifically budgeted for in 2012, staff estimates that the purchase will have no adverse impact on either budget.


It will take a bit of time to set up the software and access points so staff estimate the devices would be available in early September following the summer recess.

SUMMARY/CONCLUSIONS:

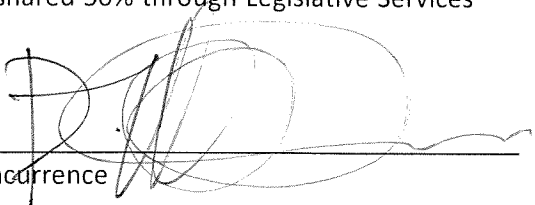
In response to Board members' interest in reducing the amount of printed material which needs to be stored and transported to meetings, staff have reviewed the use of tablet devices for elected members. The cost of these devices is modest and while there is some setup and training required, there are no major impediments to moving in this direction. For consistency staff recommend that the RDN provide iPads to any Board member who so wishes. The cost of devices for municipal members will be shared 50% with that jurisdiction and 50% through the Legislative Services budget. Electoral Area member devices will be cost shared 50% under Legislative Services and 50% under the Electoral Areas Administration budget. It is expected that devices could be available in early September 2012.

RECOMMENDATIONS:

1. That staff be authorized to purchase an appropriate iPad and software for elected member use.
2. That the cost of municipal member devices be cost shared 50% with the member municipality and 50% through Legislative Services.
3. That the cost of electoral area member devices be cost shared 50% through Legislative Services and 50% through Electoral Areas Administration.



 Report Writer



 D/ CAO Concurrence



RDN REPORT		#
CAO APPROVAL		#
ENV		
CCOV	✓	
JUN 01 2012		
RHD		
BOARD		

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: May 30, 2012

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE201200056

SUBJECT: 1588 Rugg Road – Unsightly Premises

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention.

BACKGROUND

Property: 1588 Rugg Road, Electoral Area 'A'
 Legal Description: Lot 11, Section 17, Range 2, Cedar District, Plan 24588
 Property Owners: Carol and Wayne Lanz
 Zoning: Rural 4 (Bylaw 500)

The Regional District has received numerous complaints from neighbors over the past three years concerning the unsightly appearance of the subject property which is located in a rural residential area of Cedar. Inspections by RDN staff confirmed the property has an accumulation of derelict vehicles, trailers, boats, manure, discarded wood and assorted debris. The owners were also using their property for the keeping of horses, contrary to zoning regulations however those animals have now been removed from the property. Despite several verbal and written notices from staff, the owners have failed to clean up the property and staff continues to receive complaints from neighbors. The owners appear unable or unwilling to maintain the property in compliance with Regional District regulations.

ALTERNATIVES

1. That the Owners of the property be directed to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31 in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt.

CONCLUSION

Regional District staff has received numerous complaints concerning the unsightly accumulation of derelict vehicles, boats, trailers, manure, discarded wood and assorted debris on the subject property. Despite efforts by staff, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

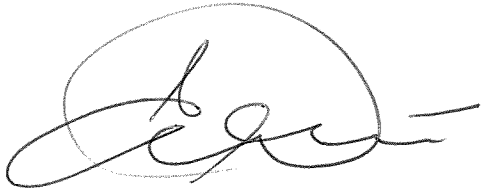
RECOMMENDATION

That the Board directs the Owners of the property, to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the Owner’s cost.

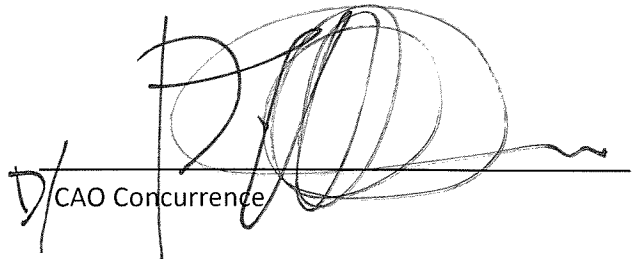


Report Writer

General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment No. 1



Attachment No. 2

Regional District of Nanaimo

RESOLUTION

“UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996”

MOVED Director _____, SECONDED Director _____ that pursuant to the provisions of the “Unsightly Premises Regulatory Bylaw No 1073, 1996,” and amendments thereto, IT IS HEREBY RESOLVED that the Owner(s)/Occupier(s) of the respective premises set forth below be notified to remove the accumulation of discarded and disused material/debris and to take such remedial measures as are specified:

PROPERTY DESCRIPTION:

LOCATION: Lot 11, Section 17, Range 2, Cedar District, Plan 24588

OWNER: Carol and Wayne Lanz
1588 Rugg Road
Nanaimo, BC V9X 1N1

UNSIGHTLY ACCUMULATION: derelict vehicles, boats, trailers, manure, discarded wood and assorted debris

REMEDIAL MEASURES: To remove the derelict vehicles, boats, trailers, manure, discarded wood and assorted debris, leaving the property clean and tidy.

AND BE FURTHER RESOLVED that the Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the Owner(s)/Occupier(s) within thirty (30) days of receipt of Notice to do so, to carry out or have such work carried out, and the expense charged to the Owner(s)/Occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of a Resolution passed by the Board at its regular meeting, held June 26, 2012.

DATED at Nanaimo, BC this 27th day of June, 2012

Manager, Administrative Services



REGIONAL DISTRICT OF NANAIMO	
EAG APPROVAL	
EAP	
GOW	✓
JUN 01 2012	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: May 30, 2012

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE201100297

SUBJECT: 1927 Woobank Road – Unsightly Premises

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention.

BACKGROUND

Property: 1927 Woobank Road, Electoral Area 'A'
 Legal Description: Lot 1, Section 13, Range 1, Cedar District, Plan 35331
 Property Owners: Clair L. Battrick and Terrance K. Monaghan
 Zoning: Residential 2 (Bylaw 500)

Regional District staff received complaints beginning in June 2011 concerning the unsightly condition of the subject property which is situated in an area of well-maintained properties. Inspections of the property confirmed there was a large accumulation of derelict vehicles, boats, trailers, automotive parts, household garbage, discarded wood, machinery, rubbish and assorted debris throughout the yard (see photos Attachment No. 1). The property owners were notified in writing on two occasions, to clean up the property however, no action was taken. It appears that the owners moved from the area and have rented the house.

Neighbours continue to complain about the property condition and it is apparent, based on the history of the previously described events, that these owners will not maintain the property in compliance with Regional District of Nanaimo regulations.

ALTERNATIVES

1. That the Owners of the property be directed to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31 in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt.

CONCLUSION

Regional District staff has received complaints concerning the unsightly accumulation of derelict vehicles, boats, trailers, automotive parts, household garbage, discarded wood, machinery, rubbish and assorted debris on the subject property. Despite efforts by staff, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

RECOMMENDATION

That the Board directs the Owners of the property, to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the Owner’s cost.



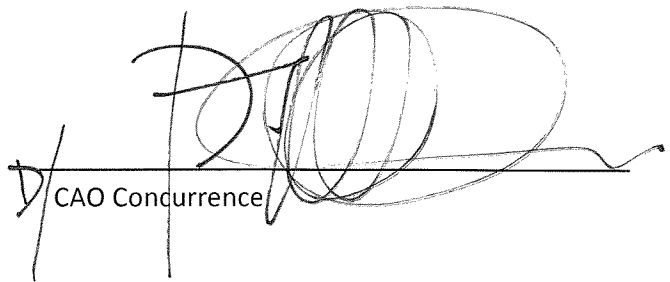
Report Writer



General Manager Concurrence

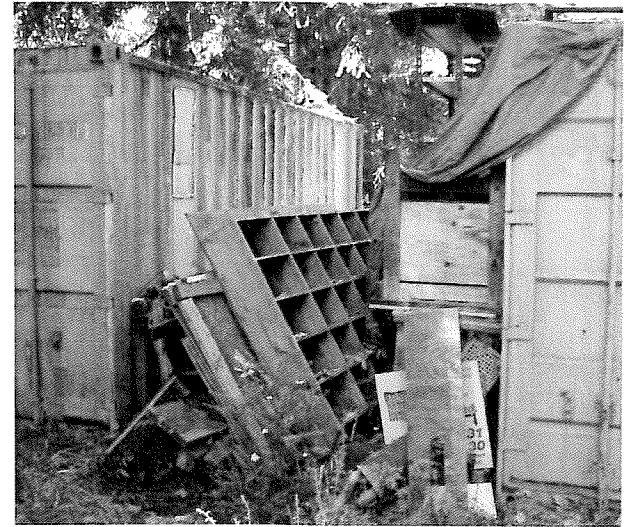


Manager Concurrence



CAO Concurrence

Attachment No. 1



Attachment No. 2

Regional District of Nanaimo

RESOLUTION

“UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996”

MOVED Director _____, SECONDED Director _____ that pursuant to the provisions of the “*Unsightly Premises Regulatory Bylaw No 1073, 1996*,” and amendments thereto, IT IS HEREBY RESOLVED that the Owner(s)/Occupier(s) of the respective premises set forth below be notified to remove the accumulation of discarded and disused material/debris and to take such remedial measures as are specified:

PROPERTY DESCRIPTION:

LOCATION: Lot 1, Section 13, Range 1, Cedar District, Plan 35331

OWNER: Clair L. Battrick and Terrance K. Monaghan
10514 80th Street
Edmonton, Alberta T6A 3J7

UNSIGHTLY ACCUMULATION: derelict vehicles, boats, trailers, automotive parts, household garbage, discarded wood, machinery, rubbish and debris

REMEDIAL MEASURES: To remove the derelict vehicles, boats, trailers, automotive parts, household garbage, discarded wood, machinery, rubbish and debris, leaving the property clean and tidy.

AND BE FURTHER RESOLVED that the Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the Owner(s)/Occupier(s) within thirty (30) days of receipt of Notice to do so, to carry out or have such work carried out, and the expense charged to the Owner(s)/Occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of a Resolution passed by the Board at its regular meeting, held June 26, 2012.

DATED at Nanaimo, BC this 27th day of June, 2012

Manager, Administrative Services



RDN REPORT	
CAO APPROVAL	###
EAP	
COW	✓
JUN 01 2012	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: May 30, 2012

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE201000047

SUBJECT: 2090 Bramley Road – Unsightly Premises

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention.

BACKGROUND

Property: 2090 Bramley Road, Electoral Area 'C'
 Legal Description: Parcel A, Section 13, Range 2, Cranberry District, PP 37408
 Property Owners: Kenneth and Kimberly Leopidevin
 Zoning: Rural 1 (Bylaw 500)

The Regional District has received complaints from neighbours over the past seven (7) years concerning the unsightly appearance of the subject property which is located in a rural residential area of Extension. On several occasions, the property owners conducted minimal clean-up necessary to meet community standards and compliance with RDN regulations. In the past two years however, there have been an increased number of neighbourhood complaints concerning the condition of the property. Inspections by RDN staff confirmed the property has an extensive accumulation of derelict vehicles, trailers, boats, automotive parts, construction waste, wood and assorted disused material. Despite several verbal and written notices from staff, the owners have failed to clean up the property and staff continues to receive complaints from neighbours. The owners appear unable or unwilling to maintain the property in compliance with Regional District regulations.

ALTERNATIVES

1. That the Owners of the property be directed to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31 in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt.

CONCLUSION

Regional District staff has received numerous complaints concerning the unsightly accumulation of derelict vehicles, trailers, boats, automotive parts, construction waste, wood and assorted disused material on the subject property. Despite efforts by staff, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

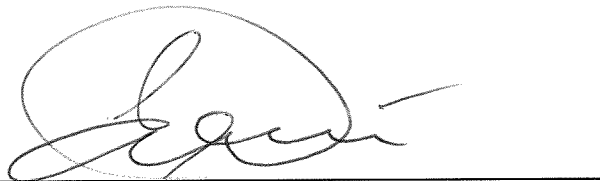
RECOMMENDATION

That the Board directs the Owners of the property, to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the Owner’s cost.

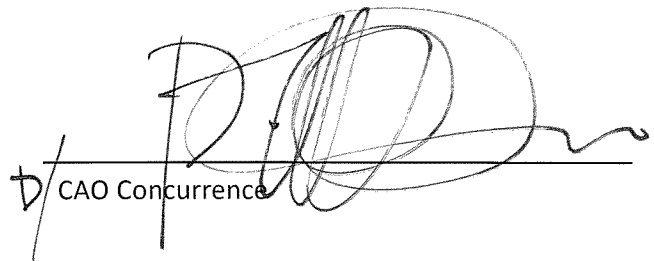


Report Writer

General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment No. 1



Attachment No. 1 (con't)



Attachment No. 2

Regional District of Nanaimo

RESOLUTION

“UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996”

MOVED Director _____, SECONDED Director _____ that pursuant to the provisions of the *“Unsightly Premises Regulatory Bylaw No 1073, 1996,”* and amendments thereto, IT IS HEREBY RESOLVED that the Owner(s)/Occupier(s) of the respective premises set forth below be notified to remove the accumulation of discarded and disused material/debris and to take such remedial measures as are specified:

PROPERTY DESCRIPTION:

LOCATION: Parcel A, Section 13, Range 2, Cranberry District, PP 37408

OWNER: Kenneth and Kimberly Leopidevin
2090 Bramley Road
Nanaimo, BC V9X 1G1

UNSIGHTLY ACCUMULATION: derelict vehicles, trailers, boats, automotive parts, construction waste, wood and assorted disused material

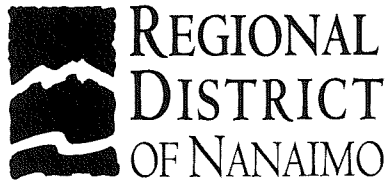
REMEDIAL MEASURES: To remove the derelict vehicles, trailers, boats, automotive parts, construction waste, wood and assorted disused material, leaving the property clean and tidy.

AND BE FURTHER RESOLVED that the Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the Owner(s)/Occupier(s) within thirty (30) days of receipt of Notice to do so, to carry out or have such work carried out, and the expense charged to the Owner(s)/Occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of a Resolution passed by the Board at its regular meeting, held June 26, 2012.

DATED at Nanaimo, BC this 27th day of June, 2012

Manager, Administrative Services



RDN REPORT	
CAG APPROVAL	
EAP	
CGN	✓
JUN 01 2012	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: May 30, 2012

FROM: Jack Eubank
Bylaw Enforcement Officer

FILE: CE2011000144

SUBJECT: 1633 Morello Road – Unsightly Premises

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention.

BACKGROUND

Property: 1633 Morello Road, Electoral Area 'E'
 Legal Description: Lot 36, Block 668, Nanoose District, Plan 36481
 Property Owner: Ann J. Barber
 Zoning: Rural 5 (Bylaw 500)

Regional District staff has received complaints over the past two (2) years concerning the unsightly condition of the subject property which is situated in a rural area of well-maintained homes. Staff inspections confirmed that the property contains a large accumulation of unsightly material, including derelict vehicles, derelict recreational vehicles, discarded machinery, building materials, automotive parts, a dentist chair, rubbish and debris in the side and rear yards. (see photos Attachment No. 1). The owner was directed in writing to clean up the property and was given a lengthy period of time to do so. Staff has continued to work with the owner to achieve some level of compliance with property maintenance regulations however there has been very little improvement and the majority of the material and debris remains on the property.

It is apparent based on the history of the previously described events, that this owner will not maintain the property in compliance with Regional District of Nanaimo regulations.

ALTERNATIVES

1. That the Owner of the property be directed to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31 in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt.

CONCLUSION

Regional District staff has received numerous complaints concerning the unsightly accumulation of derelict vehicles, debris and refuse on the subject property. Despite efforts by staff, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

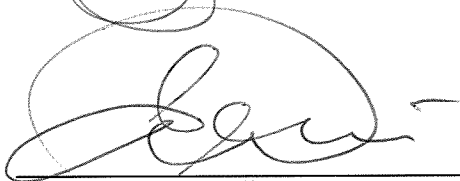
RECOMMENDATION

That the Board directs the Owner of the property, to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.

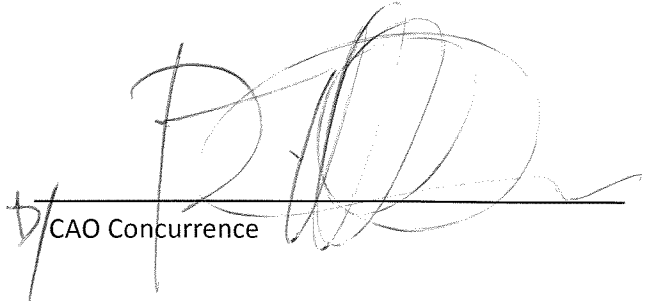


Report Writer

General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment No. 1



Attachment No. 2

Regional District of Nanaimo

RESOLUTION

“UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996”

MOVED Director _____, SECONDED Director _____ that pursuant to the provisions of the *“Unsightly Premises Regulatory Bylaw No 1073, 1996,”* and amendments thereto, IT IS HEREBY RESOLVED that the Owner(s)/Occupier(s) of the respective premises set forth below be notified to remove the accumulation of discarded and disused material/debris and to take such remedial measures as are specified:

PROPERTY DESCRIPTION:

LOCATION: Lot 36, Block 668, Nanoose District, Plan 36481

OWNER: Ann J. Barber
1633 Morello Rd.
Nanoose Bay, BC V9P 9B2

UNSIGHTLY ACCUMULATION: Derelict and unlicensed vehicles, derelict industrial machinery, discarded automotive parts, tools, machinery, wood, metal, building materials and other debris.

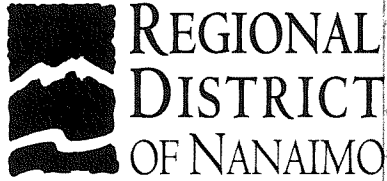
REMEDIAL MEASURES: To remove derelict and unlicensed vehicles, derelict industrial machinery, discarded automotive parts, tools, machinery, wood, metal, building materials and other debris, leaving the property clean and tidy.

AND BE FURTHER RESOLVED that the Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the Owner(s)/Occupier(s) within thirty (30) days of receipt of Notice to do so, to carry out or have such work carried out, and the expense charged to the Owner(s)/Occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of a Resolution passed by the Board at its regular meeting, held June 26, 2012.

DATED at Nanaimo, BC this 27th day of June, 2012

Manager, Administrative Services



ROM REPORT	
CAO APPROVAL	
EAP	
COW	✓
JUN 01 2012	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

FROM: Jack Eubank
Bylaw Enforcement Officer

SUBJECT: 387 Dunsmuir Road – Unsightly Premises

DATE: May 30, 2012

FILE: CE201200051

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention.

BACKGROUND

Property: 387 Dunsmuir Road, Electoral Area 'H'

Legal Description: Lot 18, District Lot 90, Newcastle District, Plan 29582

Property Owner: Robert L. Edwards

Zoning: Residential 2 (Bylaw 500)

Regional District staff has received several complaints over the past two (2) years concerning the unsightly condition of the subject property which is situated in an area of well-maintained homes. Between 2010 and 2012, several more complaints were received and staff continued to work with the owner to achieve some level of compliance with property maintenance regulations.

In response to a further complaint in March 2012, staff confirmed the property contained an extensive amount of debris including derelict vehicles, piles of garbage bags, discarded propane tanks, machinery, appliances, lawn mowers, rubbish and debris in the front and rear yards. (see photos Attachment No. 1). The owner was directed in writing to clean up the property and was given a lengthy period of time to do so. Follow up inspections confirmed there was no improvement in the property or any response from the owner. Additional reports were received that, the owner was in fact bringing more material onto the property for storage.

It is apparent based on the history of the previously described events, that this owner will not maintain the property in compliance with Regional District of Nanaimo regulations.

ALTERNATIVES

1. That the Owner of the property be directed to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS


If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31 in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt.

CONCLUSION

Regional District staff has received numerous complaints concerning the substantial and unsightly accumulation of derelict vehicles, debris and refuse on the subject property. Despite efforts by staff, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.


RECOMMENDATION

That the Board directs the Owner of the property, to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.

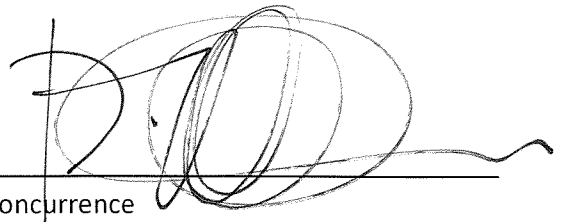


Report Writer

General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment No. 1



Attachment No. 2

Regional District of Nanaimo

RESOLUTION

“UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996”

MOVED Director _____, SECONDED Director _____ that pursuant to the provisions of the “Unsightly Premises Regulatory Bylaw No 1073, 1996,” and amendments thereto, IT IS HEREBY RESOLVED that the Owner(s)/Occupier(s) of the respective premises set forth below be notified to remove the accumulation of discarded and disused material/debris and to take such remedial measures as are specified:

PROPERTY DESCRIPTION:

LOCATION: LOT 18, DISTRICT LOT 90, NEWCASTLE DISTRICT, PLAN 29582

OWNER: Robert L. Edwards
387 Dunsmuir Rd.
Bowser, BC V9K 2A1

UNSIGHTLY ACCUMULATION: Derelict and unlicensed vehicles, household garbage, cardboard boxes, discarded tools, machinery, disused furniture, appliances, building materials and other debris.

REMEDIAL MEASURES: To remove derelict and unlicensed vehicles, household garbage, cardboard boxes, discarded tools, machinery, disused furniture, appliances, building materials and other debris, leaving the property clean and tidy.

AND BE FURTHER RESOLVED that the Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the Owner(s)/Occupier(s) within thirty (30) days of receipt of Notice to do so, to carry out or have such work carried out, and the expense charged to the Owner(s)/Occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of a Resolution passed by the Board at its regular meeting, held June 26, 2012

DATED at Nanaimo, BC this 27th day of June, 2012

Manager, Administrative Services



RDN REPORT	
CAO APPROVAL	#
EAP	
COW	✓
JUN 01 2012	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: May 30, 2012

FROM: Jack Eubank
Bylaw Enforcement Officer

FILE: CE201200040

SUBJECT: 72 Bald Eagle Crescent – Unsightly Premises

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention.

BACKGROUND

Property: 72 Bald Eagle Crescent, Electoral Area 'H'
 Legal Description: Lot 105, District Lot 82, Newcastle District, Plan 31044
 Property Owner: Marjorie J. Hammett
 Zoning: Residential 2 (Bylaw 500)

Regional District staff has received several complaints over the past three (3) years concerning the unsightly condition of the subject property which is situated in an area of well-maintained homes. Between 2009 and 2011, several more complaints were received and staff continued to work with the owner to achieve some level of compliance with property maintenance regulations.

In response to a further complaint in February 2012, staff confirmed the property contained one (1) derelict vehicle, piles of garbage bags, discarded propane tanks, machinery, rubbish and debris in the front and rear yards. (see photos Attachment No. 1). The owner was directed in writing to clean up the property however, two follow up inspections confirmed there was no change in the property condition nor was there a response from the owner.

It is apparent based on the history of the previously described events, that this owner will not maintain the property in compliance with Regional District of Nanaimo regulations.

ALTERNATIVES

1. That the Owner of the property be directed to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS


If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31 in the year in which the work is done, the expense may be added to taxes in arrears or be collected as a debt.

CONCLUSION

Regional District staff has received numerous complaints concerning the unsightly accumulation of derelict vehicles, debris and refuse on the subject property. Despite efforts by staff, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.


RECOMMENDATION

That the Board directs the Owner of the property, to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the Owner’s cost.

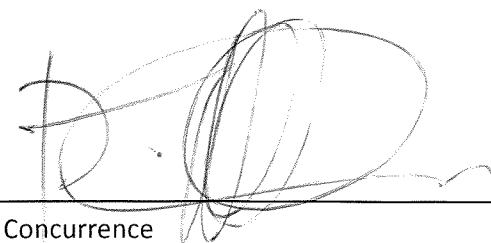


Report Writer

General Manager Concurrence

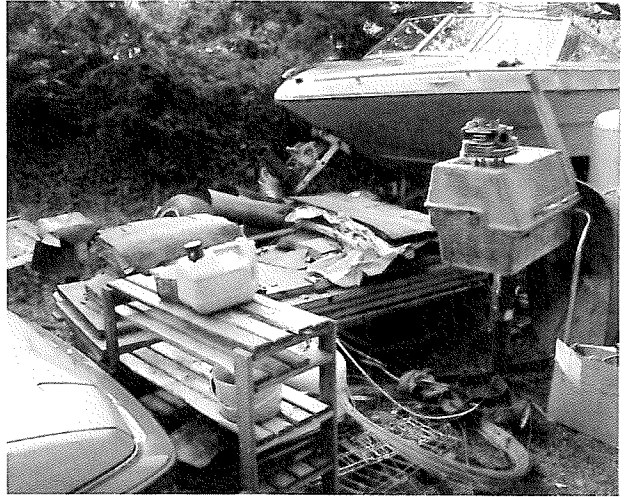


Manager Concurrence



CAO Concurrence

Attachment No. 1



Attachment No. 2

Regional District of Nanaimo

RESOLUTION

“UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996”

MOVED Director , SECONDED Director that pursuant to the provisions of the “Unsightly Premises Regulatory Bylaw No 1073, 1996,” and amendments thereto, IT IS HEREBY RESOLVED that the Owner(s)/Occupier(s) of the respective premises set forth below be notified to remove the accumulation of discarded and disused material/debris and to take such remedial measures as are specified:

PROPERTY DESCRIPTION:

LOCATION: Lot 105, District Lot 82, Newcastle District, Plan 31044

OWNER: Marjorie J. Hammett
72 Bald Eagle Crescent
Bowser, BC V0R 1G0

UNSIGHTLY ACCUMULATION: derelict vehicle, household garbage, discarded propane tanks, machinery, rubbish and debris

REMEDIAL MEASURES: To remove the derelict vehicle, household garbage, discarded propane tanks, machinery, rubbish and debris, leaving the property clean and tidy.

AND BE FURTHER RESOLVED that the Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the Owner(s)/Occupier(s) within thirty (30) days of receipt of Notice to do so, to carry out or have such work carried out, and the expense charged to the Owner(s)/Occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of a Resolution passed by the Board at its regular meeting, held June 26, 2012.

DATED at Nanaimo, BC this 27th day of June, 2012

Manager, Administrative Services



RDM REPORT	
C&O APPROVAL	12/1
CAS	
CAW	✓
JUN 01 2012	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: May 30, 2012

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE147B08

SUBJECT: Unsafe Building (update) - 1038 Horseshoe Road, Electoral Area 'B'

PURPOSE

To update the Board on the outcome of the remedial action Order in relation to the unsafe building on the subject property.

BACKGROUND

The subject property has been abandoned for several years while the estate of the deceased owner is under dispute. Area residents had expressed concerns that the condition of the property and building posed a significant risk of damage to adjacent properties and potential for injury to individuals accessing the building.

In October 2011, the Board adopted a resolution under section 73(1)a Community Charter declaring the building to be unsafe and directed the owner (or agent of the estate) to take remedial action by removing the building and debris from the property within 30 days. There was no response from the agent for the estate.

On March 15, 2012, the contractor hired by the Regional District to demolish the unsafe building, removed a total of 122.41 metric tonnes (269,865 lbs) of waste and debris from the property. Feedback from area residents was very positive in relation to the action taken by the RDN.

ALTERNATIVES

This report is presented for the information of the Board.

FINANCIAL IMPLICATIONS

The total cost of demolishing and removing the building and debris from the property was approximately \$38,000 which has been billed directly to the agent for the owner's estate. If unpaid on December 31, 2012, the expense will be added to taxes in arrears.

CONCLUSION

Area residents expressed concerns that the building on the subject property was in an unsafe condition, resulting in direction from the Board that remedial action be taken for safety reasons. A contractor was subsequently hired by the Regional District as there was no response from estate's agent. Over several days, the building was demolished and a total of 122.41 metric tonnes of debris was removed from the property.

RECOMMENDATIONS

That this report on the outcome of the remedial action Order in relation to the unsafe building at 1038 Horseshoe Road, Gabriola Island, be received for information.

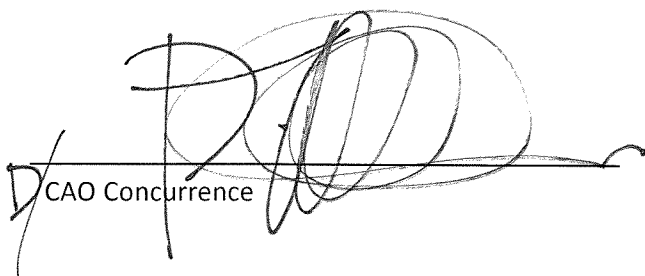


Report Writer

General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment No. 1





RDN REPORT		CAO APPROVAL	
EAP	✓		
COW	✓		
JUN 01 2012			
RHD			
BOARD			

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: May 31, 2012

FROM: Paul Thompson
Manager of Long Range Planning

FILE: 1835 03 VIHA

SUBJECT: VIHA Grant for Capacity Building - Ending Homelessness

PURPOSE

To provide options and a recommendation for allocating the funds provided to the Regional District of Nanaimo (RDN) by Vancouver Island Health Authority (VIHA) to build capacity to end homelessness.

BACKGROUND

In 2010 the RDN received a grant of \$100,000 from the VIHA with the stipulation that it go “to support capacity building to end homelessness”. As the RDN had no homelessness initiatives underway the decision was made to distribute the grant money to the two municipal members that did have active homelessness programs Nanaimo and Parksville. The funding was provided to the two municipalities with the understanding that it would be used to address homelessness throughout District 68 for Nanaimo and District 69 for Parksville.

Even though VIHA had stated that the 2010 funding for ending homelessness was a “one-time grant” they provided a second grant of \$130,000 in 2011 and a third grant of \$340,000 in 2012. This requires the RDN to determine how \$470,000 will be used or distributed.

Regional Homelessness Initiatives

As reported last year, the RDN is not involved in any projects related to homelessness nor is a project related to building capacity to end homelessness a part of any RDN department work plans. The RDN Affordable Housing Study, which included a housing needs assessment, reported that the vast majority of homeless were concentrated in Nanaimo with few homeless in other parts of the region. The study concluded that the main issues to be addressed in the electoral areas were lack of affordable housing across the spectrum of income levels, lack of a range of housing types to meet different individual and family needs, lack of suitable rental housing, and people living in substandard housing. There is additional work to be done on affordable housing in the RDN. The 2012 Work Plan includes opportunity for the Board to consider locations for secondary suites in the electoral areas. Based on the direction provided in the Housing Action Plan, homelessness is not a focus of RDN affordable housing initiatives in the near term.

Municipal Homelessness Initiatives

The City of Nanaimo is very active in addressing homelessness and is involved in a variety of initiatives. The City has chosen to focus on the provision of housing for the homeless and is less involved in providing programs and services leaving that to non-profit organizations, provincial and federal

agencies. The City has adopted the "Housing First" approach as outlined in their Five Year Action Plan. This approach focuses on getting homeless people off the street into safe secure housing. Once a person has a place to live they can then start to get help and get their lives back on track. Through a partnership with BC Housing and the Canadian Mental Health Association, the City has committed to building 160 new units of supportive housing for Nanaimo's homeless population.

Nanaimo is also one of 61 communities across Canada that receives funding from the Federal Government through the Homelessness Partnership Initiative (HPI). This community-based federal program is aimed at preventing and reducing homelessness across the country. To help plan, implement and determine priorities for the Federal HPI funding, the Nanaimo Working Group on Homelessness (NWGH) was established. The NWGH is a broadly based community committee representing key sectors involved in addressing homelessness in Nanaimo, including members of the public. Since 2000, the NWGH's primary role has been to identify community priorities and make recommendations for federal homelessness through public calls for proposals. The NWGH has developed a Nanaimo Homelessness Partnering Strategy Action Plan which is used to provide guidance on the allocation of funds from the HPI.

With the funding received from the RDN last year the City of Nanaimo provided food and clothing for people who are homeless. The City also used a portion of the funding to provide temporary shelter for homeless persons during cold wet weather.

The City of Parksville has established the Oceanside Homelessness Task Force. The purpose of the Task Force is to address homelessness and issues related to homelessness in the School District 69 area. The Task Force will be taking a two pronged approach to addressing the issue. The first is to establish and maintain a strong network of those who are currently working with the homeless or who have the potential to do so. The second is to encourage coordination and sharing of resources amongst organizations participating in this initiative to meet the objectives of the Parksville Homelessness Action Plan. The Task Force does have representation from the Town of Qualicum Beach and the RDN. Responsibilities for administering the Oceanside Homelessness Task Force are now shared with the Society of Organized Services (SOS), a not-for-profit organization helping people by offering services and resources not otherwise adequately provided within District 69.

With the funding received from the RDN last year the Task Force was able to use the funds to address homelessness. A portion of the funding was used to keep the extreme weather shelter open on additional nights. A portion was used to conduct the homeless census and some of the money was used for Task Force expenses. A small amount was also used to provide clothing and shelter to homeless persons.

DISCUSSION

As outlined above, the municipalities of the RDN are actively involved in addressing the issue of homelessness and have adopted action plans aimed towards ending homelessness. In terms of allocating the funds received from VIHA in the Nanaimo area, the Nanaimo Working Group on Homelessness is currently tasked with allocating funding from the Federal Government's HPI program. Many of the community organizations already involved in providing services to the homeless benefit from NWGH support and would similarly benefit from additional funding. Similarly, The Oceanside Homelessness Task Force is also directly involved in addressing homelessness throughout the entire District 69 area. The Task Force established by Parksville and now administered by SOS has identified several projects related to ending homelessness that would benefit from the additional funding from VIHA. Given that there are two organized groups working on homelessness initiatives in the Region; that both groups have established action plans that include a range of projects aimed at addressing

homelessness in their respective areas; and that both initiatives would benefit from additional funding one approach would be to divide up the funding provided by VIHA based on population in the Region's school districts.

Another approach to the allocation of the VIHA funding would be to establish the monies as an ongoing reserve fund from which specific projects could obtain funding support at the discretion of the RDN Board. A third approach would be a combination of approach one and two; distribute a portion of the funding to the two groups actively working on homelessness initiatives and keep some funds in reserve to be applied to specific projects in the future.

ALTERNATIVES

1. Allocate all of the VIHA funds on the basis of population in District 68 and District 69, to support specific homelessness projects underway that meet the VIHA criteria.
2. Establish a reserve fund and provide funding for homelessness initiatives at the discretion of the RDN Board
3. Allocate a portion of funds on the basis of population for each of Districts 68 and 69, to support specific homelessness projects and retain the remaining portion in a reserve fund to be used for homelessness initiatives in the future.

FINANCIAL IMPLICATIONS

Alternative 1

VIHA has provided the Regional District with \$470,000 to "support capacity building for homelessness". This amount represents the following distribution when apportioned by population and jurisdiction:

Jurisdiction	Population	Funding Allocation
District 68		
Nanaimo	83,810	\$270,494
Lantzville	3,601	11,622
Electoral Area 'A'	6,908	22,295
Electoral Area 'B'	4,045	13,055
Electoral Area 'C'	2,834	9,147
Total District 68	101,698	\$326,613
District 69		
Qualicum Beach	8,687	\$28,037
Parksville	11,977	38,655
Electoral Area 'E'	5,674	18,313
Electoral Area 'F'	7,422	23,954
Electoral Area 'G'	7,158	23,102
Electoral Area 'H'	3,509	11,325
Total District 69	44,427	\$143,387
Total RDN	146,574¹	\$470,000

¹ Includes 949 residing on Lands Governed by First Nations

Only the City of Parksville and the City of Nanaimo have active homelessness initiatives in place to address homeless issues. In District 69 the SOS is working on an initiative specifically for the northern communities and has established a Task Force which includes representation from the City of Parksville, Town of Qualicum Beach and the RDN. Initiatives for 2012 have included community forums on homelessness in Parksville and Qualicum Beach and plans to bump up the extreme weather shelter to a cold weather shelter next winter. The City and SOS is again hopeful of obtaining some funding from the VIHA grants to offset the costs of this program.

The City of Nanaimo also has an active program working on activities to address homelessness within the southern region. Additional funding would be beneficial to the City to assist in their Nanaimo Homelessness Partnering Strategy Action Plan. Should they receive funding from the RDN, proposed initiatives for 2012 include funding for efforts to address homelessness on Gabriola Island, contributions to programs that provide meals for the homeless and the operation of extreme weather shelters.

If the Board supports Alternative one, approximately \$326,600 of the VIHA grants would be allocated to the City of Nanaimo's Working Group on Homelessness with the expectation that this program will have both a local and regional benefit on addressing homeless issues in our southern communities. The remaining \$143,400 would be allocated to the Oceanside Homelessness Task Force with the same expectation that this program benefits the broader homeless community of District 69. There would be no direct financial implications to the RDN or a requirement of additional staff resources to support these initiatives.

Alternative 2

For this alternative a reserve fund would be established and then as projects are identified each project would be considered on an individual basis. As well, should a municipality or electoral area identify a homelessness initiative at a later date then resources would be available through the reserve fund. In this alternative a work plan would not be required to try and identify where all the funding would be spent but rather when projects are identified or when there is a request for funding that meets the VIHA criteria the Board would have the option of providing moneys from the reserve fund.

Alternative 3

The final alternative provides the Board with a choice of providing significant funding to the municipalities of Parksville and Nanaimo to assist in their programs while establishing a reserve fund to be used in the future for other projects that meet VIHA criteria. For example, the Board could initially distribute a portion of the funds to the District 68 Communities and the District 69 Communities for their programs and retain the remaining funds to either distribute to new programs or to consider additional requests from all four municipalities or the electoral areas at a later date.

Staff is not aware of any projects other than those highlighted in this report that could specifically meet the VIHA criteria and would be eligible for funding within this timeframe. The District 69 program has been designed to work as a partnership between the City of Parksville, Town of Qualicum Beach and RDN and appears to be a good fit for the funding. The City of Nanaimo program covering the District 68 area is part of the Federal Government program on Homelessness and is also aligned with the objectives of the VIHA funding of capacity building.

SUSTAINABILITY IMPLICATIONS

A safe, comfortable and affordable place to live for everyone is a vital part of a sustainable region. The State of Sustainability Report identified two particular social sustainability characteristics of particular relevance to homelessness - poverty is minimized and residents can meet their basic needs; and, housing is affordable with availability of different types and sizes of housing. Of concern is that the indicators for these two characteristics show the region is well below average compared to other areas and the trends are worsening. Additional efforts to end homelessness are needed to improve the region's social sustainability.

CONCLUSIONS


The Vancouver Island Health Authority has provided \$470,000 to the RDN to fund capacity building initiatives in the Region to end homelessness. The municipalities in District 68 and District 69 already have programs in place that are specifically aimed at addressing this important issue. Within these established initiatives there are a number of groups and actions that could benefit from the available grant funding.


This report outlines a number of options for dispersing the VIHA grant monies. Staff recommend Alternative 3 as the best approach to fair, equitable and impactful allocation of the available funding for the following reasons: the involvement of Nanaimo and Parksville in current actions underway in District 68 and 69; the potential for those actions to benefit from additional funding; that VIHA funding provided last year was spent on initiatives to address homelessness; and, that the RDN does not currently have any homelessness initiatives of its own. In this way the two jurisdictions with active homelessness programs will benefit immediately but should a very worthwhile project be identified in the future or should the two jurisdictions need additional funds in future years the Board will have the option of contributing as money will be available in the reserve fund.

As the two municipalities with active homelessness programs have identified projects for 2012-2013 that would benefit from the VIHA grant, staff recommend that 60% of the available \$470,000 be distributed to the City of Nanaimo on behalf of District 68 and to SOS on behalf of District 69 and the Oceanside Homelessness Task Force based on population of the school districts with the remainder to be placed in a reserve fund for use at a later date. The amounts to be distributed at this time would equal approximately \$196,000 to Nanaimo for use in District 68 and \$86,000 to Parksville and SOS for use in District 69.

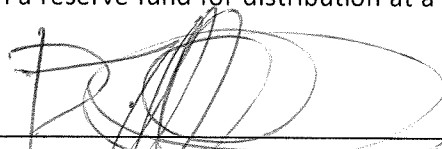
RECOMMENDATION

That the RDN Board allocate 60% of the VIHA funds to the City of Nanaimo and SOS on behalf of the Oceanside Homelessness Task Force, distributed on the basis of population in District 68 and District 69, to support their specific homelessness projects underway that meet the VIHA criteria of supporting capacity building for homelessness and retain the remainder in a reserve fund for distribution at a later date.



Report Writer


General Manager Concurrence



CAO Concurrence



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MEMORANDUM

TO: Paul Thorkelsson
General Manager of Development Services

DATE: June 4, 2012

FROM: Paul Thompson
Manager of Long Range Planning

FILE: 6780 30 RVC

SUBJECT: Rural Village Centre Study - Update

PURPOSE

To provide an update on the status of the Rural Village Centre Study as outlined in Policy 4.11 of the newly adopted Regional Growth Strategy.

BACKGROUND

As a response to concerns about the negative impacts of urban and rural sprawl, the Regional District of Nanaimo and its member municipalities of Nanaimo, Parksville and Qualicum Beach adopted a Regional Growth Strategy (RGS) in 1997. Policies that guide development were adopted to encourage investment and development in designated growth areas in order to keep urban settlement compact, protect the integrity of rural and resource areas, protect the environment, increase servicing efficiency and retain mobility within the region. The RGS was based on a multi-nodal development scenario, in which the majority of new development would occur in designated growth areas where mixed uses would prevail. While the majority of new growth was intended for the urban areas within the municipalities, the electoral areas also have 14 areas designated for growth called Rural Village Centres (RVCs).

The RDN adopted a new RGS on November 22, 2011 and the key strategy for managing growth and development on a region-wide basis remains as having designated growth areas. This means that the RDN and its member municipalities (which now includes District of Lantzville) have agreed to encourage the majority of growth in designated areas while taking steps to limit new development outside of the designated growth areas.

During the RGS Review, questions were raised about the ability of some of the areas to accommodate the envisioned compact mixed-use form of growth because of the significant costs associated with providing community sewer and water services. While there were requests to redesignate some of the RVCs as part of the RGS Review, the Regional Growth Strategy continues to recognize all of the areas that were identified in the previous Regional Growth Strategy as Rural Village Centres. The agreed upon course of action, as outlined in Policy 4.11, is to conduct a region-wide study to identify those centres which have the most potential to evolve into complete, compact communities that warrant the investment required to serve them with community water and wastewater facilities and public transit.

In addition to the existing RVCs, two other areas are also being considered in the study. The Electoral Area 'G' OCP provides direction for consideration of the creation of a new RVC in Dashwood located to the north of Qualicum Beach along Highway 19A. Also, in response to an application to amend the RGS, the RDN Board has directed that an area around Deep Bay at the north end of the RDN also be considered in the RVC Study.

In response to a Request for Proposals, DIALOG, a consulting firm based in Vancouver with experts in land use planning, urban structure and design, infrastructure engineering, residential and commercial market analysis, and land economics, was chosen to conduct the study. To date, the consultant has undertaken background research including visits to all of the RVCs and RVC study areas. Other work completed so far includes consultation with some RDN Directors and other stakeholders, organizing and scheduling a series of community events and developing an on-line survey. The consultant is currently in the process of finalizing an Evaluation Framework, a comprehensive set of requirement "categories" that will be used to assess each Rural Village Centre's potential to evolve into complete, compact communities. The Evaluation Framework is the first step in the process that will guide baseline research, a needs assessment, and eventual evaluation. A copy of the Evaluation Framework is provided in Attachment 1.

ALTERNATIVES

1. That this report be received for information.

FINANCIAL IMPLICATIONS

A total of \$75,000 has been allocated for the Rural Village Centre Study. The funds to undertake the Rural Village Centre Study are included in the 2012 RDN Budget. The majority of funding for the project, \$65,000, is coming from the Community Works Fund with the remainder of \$10,000 coming from the Regional and Community Utilities Department budget for the Liquid Waste Management Plan.

LAND USE IMPLICATIONS

Development Implications

The Rural Village Centres have been a part of the Regional Growth Strategy for almost 15 years. The village centres are intended to receive future population growth, thereby relieving pressure on rural areas. However, the objective of having most of the new growth in the RVCs has not been realized. Most of the RVCs have had very little new development and for most of them the type of development has not been in the form of higher density residential or mixed-use. There are many reasons for the limited amount of new development in these designated growth areas but one of the key reasons is that the stated mixed-use form and higher density development requires community water and sewer services. The provision of community water and sewer services is fundamental to having the village centres accommodate a portion of the growth for the region as higher densities cannot be realised without a sustainable water supply and appropriate sewage disposal.

The outcome of the study has significant implications for development as the purpose of the study is to obtain a better understanding of what is required to encourage more development in the RVCs and to identify the barriers that are preventing the RVCs from evolving into complete compact mixed-use centres. With this information the RDN will be better positioned on where and how to prioritize resources in appropriately supporting development.

Public Consultation Implications

While the study is intended to be primarily a technical exercise and provide an objective basis on which to base decisions on the future of RVCs, stakeholders will be consulted in regards to identifying barriers to development in the RVCs and on what is required for the RVCs to evolve into the envisioned mixed-use centres.

Community members and other stakeholders will have several opportunities to provide input into the study. Six public meetings are scheduled, one in each of the electoral areas between June 9 and June 16. The meetings will consist of two parts: a workshop and open house. A 1.5 hour workshop will provide residents and stakeholders with an opportunity to discuss their values, desires, and perceived issues with Rural Village Centres with the consulting team and the RDN. This workshop will include a short presentation by DIALOG and a facilitated discussion in small-group format. A 1.5 hour open house will provide residents and stakeholders with an opportunity to review and comment on story boards about values, desires, and perceived issues with Rural Village Centres. This come-and-go event will take place either before or after the workshop to allow workshop participants to also interact with the boards.

Community members are also encouraged to fill in an on-line survey that opened at the beginning of June and will be available through the summer. As well, the consultants either have or will be contacting a number of stakeholders directly.

With the information from the study, staff and elected officials will be in a better position to make recommendations and decisions regarding future land use. Should the study result in a decision to consider changes to the RGS and/or official community plans, extensive public consultation would be carried out at that time.

Sustainability Implications

The RVCs are a key component of the RGS as they have been designated as mixed-use centres that will accommodate the greatest amount of growth outside of the municipalities. In a mixed-use centre, higher density mixed use development is needed to support a wide variety of sustainability goals and objectives. The increased density of RVCs is necessary to support public transit, reduce costs for utilities and infrastructure, provide a range of housing, and allow for travel by foot and bicycle. Increased density within the RVCs also reduces development pressure on the surrounding area, preserving resource land and wildlife habitat and reducing vehicle kilometres driven by automobile, the number one contributor to GHG emissions in the region.

Research has shown that concentrating development in already-serviced areas with attention to design and creating a variety of housing choices contributes to economic, social and ecological sustainability. Costs of development, servicing infrastructure, and long-term maintenance are reduced. Transit and other non-automobile transportation modes become viable. Compact development in existing developed areas also protects important values located outside of the urban area including ecologically sensitive areas, drinking water supplies, and farm and forest lands.

Inter-governmental Implications

The future of the RVCs was discussed at great length by RDN members during the RGS Review. The main issue of concern for the RDN and its municipal members was the ability of the RVCs to accommodate growth because of the significant costs associated with providing community sewer and water services. Rather than conduct an assessment during the RGS Review, RDN members agreed to a region-wide study to review the designation of Rural Village Centres in order to identify those locations that have the most potential for evolving into mixed-use centres.

This study is intended to address the concerns of all RDN members regarding the ability of each of the RVCs to evolve into the envisioned mixed-use centres and how to accommodate growth and development in the electoral areas in a more sustainable manner.


SUMMARY/CONCLUSION

During the RGS Review, questions were raised about the ability of some of the areas to accommodate the envisioned compact mixed-use form of growth because of the significant costs associated with providing community sewer and water services. The agreed upon course of action, as outlined in Policy 4.11, is to conduct a region-wide study to identify those centres which have the most potential to evolve into complete, compact communities that warrant the investment required to serve them with community water and wastewater facilities and public transit.

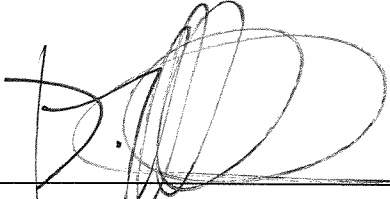
A consultant has been hired and the study is now underway. In addition to the technical analysis component for the project there will be several opportunities for community members and other stakeholders to provide input.

RECOMMENDATION

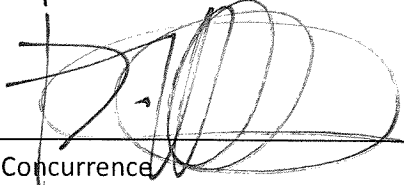
That this report be received for information.



Report Writer



General Manager Concurrence



D/ CAO Concurrence

Attachment 1

Evaluation Framework

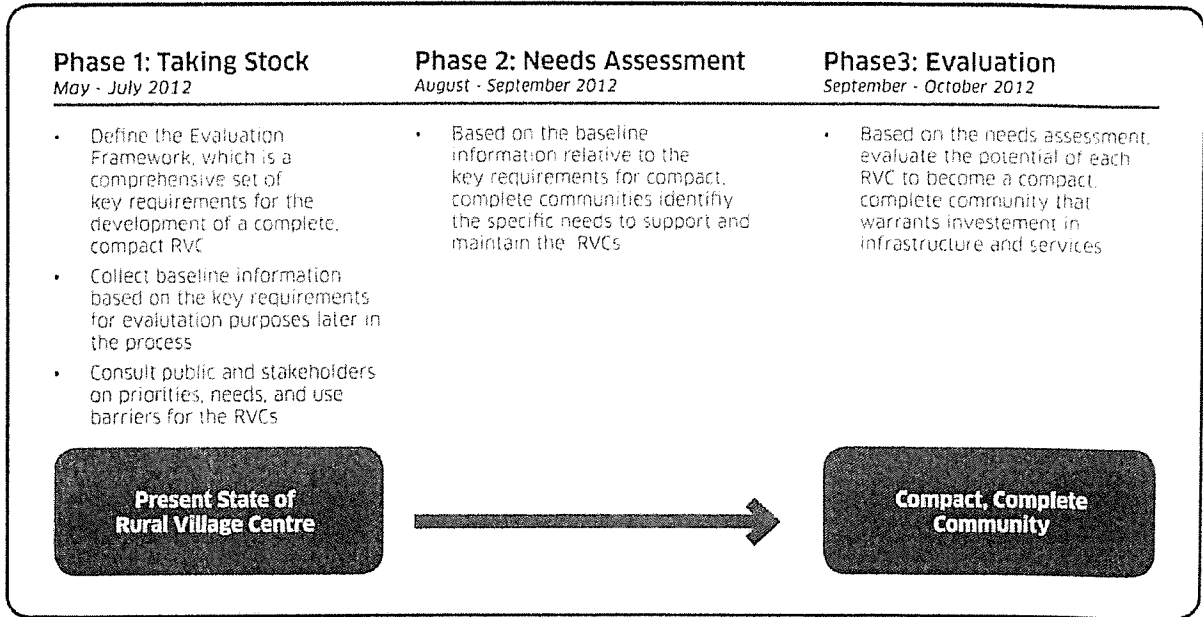
Rural Village Centre Study | Regional District of Nanaimo Regional Growth Strategy
June 1, 2012

Background and Project Process

The Evaluation Framework is a comprehensive set of requirement "categories" that will be used to assess each Rural Village Centre's potential to evolve into complete, compact communities. The Regional District of Nanaimo's Regional Growth Strategy specifies that compact, complete communities must:

- Be planned and designed as pedestrian-oriented and transit supportive;
- Be compact, complete, and compatible in character with local context;
- Attract and support local commercial development;
- Attract and support local commercial services and amenities;
- Support regular transit service; and
- Demonstrate how their development will contribute to the goals of the Regional Growth Strategy¹.

The Evaluation Framework – that is, the set of key requirement categories – is the first step in process that will guide baseline research, a needs assessment, and eventual evaluation. It fits within the context of the larger project process as follows:



¹ The goals are: 1) Prepare for Climate Change and Protect the Environment; 2) Protect the Environment; 3) Coordinate Land Use and Mobility; 4) Concentrate Housing and Jobs in Rural Village and Urban Growth Centers; 5) Enhance Rural Integrity; 6) Facilitate the Provision of Affordable Housing; 7) Enhance Economic Resiliency; 8) Enhance Food Security; 9) Celebrate Pride of Place; 10) Provide Services Efficiently; and 11) Enhance Cooperation Among Jurisdictions.

Evaluation Framework

The Evaluation Framework was developed by a team of experts in land use planning, urban structure and design, infrastructure engineering, residential and commercial market analysis, and land economics. The set of requirement categories outlined below is based on fundamental planning and development criteria – based on professional practice and academic research – for creating compact, complete communities, as they are defined/specified by the RDN. What follows are the key requirement categories, along with explanatory notes.

Requirement Category	Notes
Village Centre Structure	
Density	This refers to the number of residential units per residential area (ha); the smaller the lot size or residential unit, the higher the density. Density is one of the most important factors in determining transit viability and in creating the critical population densities required to support commercial uses that can be accessed by transit and non-motorized transport. Density is also critical in determining feasibility of community water and sewer infrastructure, as well as possible future district energy systems. Employment density (i.e. jobs per area) will also be measured.
Land Use Mix	This refers to different land uses, both in terms of range and quantity. Land use mix is another key factor in determining “completeness” and viability of transit and non-motorized travel. It is measured by the area (ha) of commercial, industrial, and public land uses divided by the number of residential units; the higher the ratio, the higher the land use mix. Residential mix (i.e. diversity of housing typologies) will be a secondary consideration, but is also captured in the “density” requirement category.
Connectivity and Circulation	This refers to the degree of physical connectedness in the community, particularly between residential and commercial areas, which impacts the directness of travel. It is measured by the number of intersections per area and/or the median perimeter of blocks (if they exist). Connectivity directly impacts the viability of transit and non-motorized transport, as well as directness of access to local commercial services, amenities, and existing or future transit service.
Centrality	This refers to the degree to which residential areas are clustered near the primary local commercial/mixed-use focal point. Centrality is measured by accessibility to daily needs (i.e. percentage of population within 800m - a 10 minute walk - of commercial uses) and/or the average distance of residential areas to the local commercial/mixed use focal point. It can also capture the fringe-to-centre land per capita ratio (which relates to density). Centrality can support commercial development, and it impacts accessibility and the viability of non-motorized transport.
Population Size	This refers to both existing and future projected population sizes. This is directly related to the viability of transit and community water and sewer infrastructure, based on minimum required population and densities. When considered alongside density, population size also impacts viability of district energy systems.

Requirement Category	Notes
Existing Transit Accessibility	This refers to the RVC's proximity to a primary transit network or its ability to connect to existing service. This directly impacts transit viability in terms of financial feasibility.
Character*	As a qualitative measure, this refers to the "look and feel" of the community's built and natural assets. It can be considered in determining how new development could positively or negatively impact existing character and sense of place/identity. *Note: This is likely more of a study consideration than an evaluation requirement.
Development and Market Viability	
Developable Land	This refers to the availability of developable land within the existing built up area of the RVC that can serve to increase residential density. The size, visibility, accessibility, location and proximity to existing built up areas will be considered, as well as potential impacts on sensitive ecosystems and industry (e.g. shellfish farming industry). Zoning permissions will also be considered as it impacts site attractiveness and development potential. In RVCs that have the component or beginnings of a central node, it is important that adjacent sites be available for development to build on existing momentum. Developable land can be identified by vacant sites or a low value of built improvements compared to land value.
Commercial & Residential Development Viability	This refers to the market potential for development in the RVCs. Both residential and commercial viability will be assessed based on overall population growth, and the latter will also be influenced by spending patterns and commercial competition. Successful neighbourhood-oriented commercial nodes/cores are critical to the long-term health and vitality of the RVCs, which also impacts the viability of transit and non-motorized travel. Residential development potential by unit type will be forecasted at the regional level to identify overall growth potential and potential allocation of that growth potential within RVCs. The impact on the RVCs of potential growth outside of the RVCs will also be considered.
Existing and Projected Local Employment Opportunities	This will be determined through extrapolation of existing RVC employment based on the RDN's business inventory data. Future employment opportunities will be evaluated based on population growth, land use, trends in major industries, commercial growth potential, and other factors. It is an important component of economically viable, complete communities.
Regional Impacts	This refers to the impact to the region or other RVCs from residential and commercial growth within the RVCs. General assessments will be made based on forecasted commercial and residential growth potential, and likely allocation within particular RVCs.
Market Trends & Benchmarking	This is related to development viability, and involves contrasting forecasted growth with historical development. Recent RVC developments will also be assessed compared with benchmarks from other successful commercial mixed use villages on Vancouver Island.
Water and Sewer Infrastructure	
Connection Viability	This refers to the ability of an RVC to connect with existing water and sewer treatment facilities, which is mainly measured by

Requirement Category	Notes
	proximity and anticipated expense.
Community Water and Sewage Viability	This refers to the viability of an RVC to be serviced by water and sewage infrastructure. Consideration will be given to both the critical threshold of densities required to support viable community sewage and water infrastructure, as well as the community sewage and water infrastructure required to support higher residential densities and land use mix.

Next Steps | Using the Evaluation Framework

The baseline information collected as part of the next step (Phase 1) will assign values to each of the requirement categories based on the present state of each of the RVCs. The needs assessment (Phase 2) will assign estimated values to each of the requirement categories based on what is required for the RVC to evolve into compact, complete communities. Each of the RVCs will then be evaluated based on the difference between the present state and what is needed to be a compact, complete community that can support transit and warrants infrastructure investment. RVCs with low scores may be re-designated in the future by the RDN Board as "local service areas".

Evaluation Example:

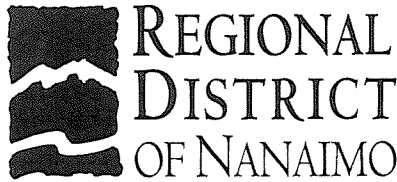
Requirement Category 1: Density (units/ha)			
RVC	Baseline (Present State)	Compact Complete Community Requirement	Evaluation (Score)
Exampleville 1	16 units/hectare	24 units/hectare	6.6/10
Exampleville 2	12 units/hectare	24 units/hectare	5.0/10
Exampleville 3	23 units/hectare	24 units/hectare	9.6/10
Exampleville 4	26 units/hectare	24 units/hectare	10/10
Exampleville 5	12 units/hectare	24 units/hectare	5.0/10
Exampleville 6	10 units/hectare	24 units/hectare	4.2/10

Additional Considerations

There are a few key considerations that will be made during the baseline development and needs assessment, which will impact how the evaluation framework is applied:

- RVC Types - In addition to being different in a myriad of physical, socio-economic, servicing, and historic ways, the RVCs also function differently based on existing land use. For example, some RVCs have a mainly residential focus (e.g. Extension), while others have a mainly jobs focus - that is a commercial/industrial focus (e.g. Bellevue-Church) - or tourism focus (e.g. Coombs). Consideration will be given to the possibility that RVCs may warrant investment for different reasons, as they may score equally strong in different categories.

- Requirement Category Weighting - Some evaluation requirements carry more weight than others in terms of their impact in supporting the development of compact and complete communities that warrant investment in transit and infrastructure. As the baseline research and needs assessment are undertaken, an approach to weighting will be confirmed.
- Other RVC Nuances - There may be certain other nuances (i.e. based on unique differences between the RVCs) that come to light as RVCs are better understood during baseline research. These may require consideration and inclusion in the Requirement Category Weighting.



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MEMORANDUM

TO: Carey McIver
Manager Solid Waste

FROM: Helmut Blanken, P.Eng.
Superintendent Engineering & Disposal Operations

SUBJECT: Regional Landfill Track Loader - Tender Award

DATE: June 4, 2012

FILE: 1240-20-SW

PURPOSE

To award the acquisition of a track loader for the Regional Landfill.

BACKGROUND

A Caterpillar 963D track loader is currently used at the Regional Landfill for grading, dozing, loading, backfilling, carrying material and compacting waste. This equipment was leased from Finning (Canada) Ltd. in 2008 for a four year term ending November 2012. Staff has completed a tender call for a replacement track loader. The loader is intended to be financed over a four year period – financing options requested included owner (i.e. RDN) financing with a guaranteed buy back after four years or vendor financing of a similar nature.

A tender call for the acquisition of a new track loader was advertised in April 2012. The tender specifications requested a more robust machine based on operational requirements. The tender closed on May 15, 2012. Only Finning (Canada) responded to the tender. Since the bid price appeared to be high, after tender closing staff negotiated a lower price as shown below:

Vendor	Equipment	Purchase Price	Guaranteed Buy Back	Net Cost before tax and Lease Financing Charges
Finning- Tender	CAT 973D	\$453,586	\$90,000	\$363,586
Finning- Post Tender	CAT 973D	\$435,000	\$110,000	\$325,000

The submission for a Caterpillar 973D track loader meets all of the minimum specifications. The quoted equipment is specifically used in landfill applications and is the same type of machine as the one currently in use. Staff is familiar with its operating characteristics and Finning has provided a high level of maintenance service.

Staff has reviewed financing terms with the Municipal Financing Authority (MFA) and can report that financing through MFA provides the lowest cost as indicated below:

	Net Vendor Financing	Net MFA Financing
Total Cost for 48 Months	\$356,256	\$347,765

ALTERNATIVES

1. Award the tender for the acquisition of a CAT 973D track loader to Finning (Canada) Ltd. and authorize the Director of Finance to execute a four year lease with the Municipal Finance Authority.
2. Do not award the tender.

FINANCIAL IMPLICATIONS

The current lease cost for the CAT 963D, which expires in November, is \$6,056.27 per month. The 2012 Solid Waste Facilities budget includes \$6,500 per month for a new machine. This amount was based on the acquisition of a machine similar in size to the CAT 963D. However, while preparing the tender specifications in March, staff reviewed maintenance and repair costs and determined that a heavier machine was required to meet current and future requirements. Under the proposed MFA lease program the monthly cost will be \$7,245.10. Given that the cost of the new lease will apply to the months of November and December, the CAT 973D will cost an additional \$1,190.10 over budget. There are sufficient funds available in current and future budgets to cover this additional cost given anticipated savings associated with equipment maintenance, repair and downtime.

SUMMARY/CONCLUSIONS

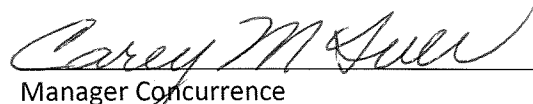
A tender for the replacement of a track loader used at the Regional Landfill for grading, dozing, loading, backfilling, carrying material and compacting waste has been completed. Only one bid was received. The price was negotiated. The bid is fully compliant with the tender specifications. The equipment is intended to be financed over a four year period and the financing through the Municipal Finance Authority is the most cost effective to this tender. Staff recommends awarding the supply of the equipment to Finning (Canada) Ltd. and to enter into a lease agreement with the Municipal Finance Authority.

RECOMMENDATION

That Finning (Canada) Ltd. be awarded the supply of a CAT 973D track loader for a purchase price of \$435,000 and guaranteed buy back of \$110,000 and that the Director of Finance be authorized to execute a four year lease to finance this purchase.



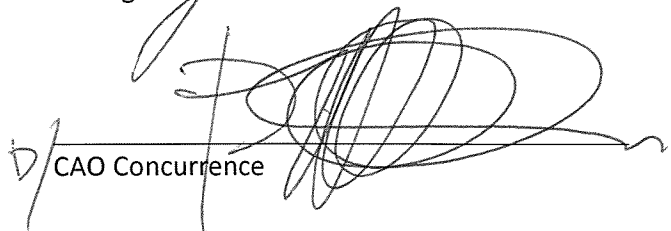
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD TUESDAY MAY 1, 2012
AT CEDAR HERITAGE CENTRE, 7:00PM**

Attendance: Alex McPherson, RDN Director, Chair
Eike Jordan
Angela Vincent-Lewis
Jim Fiddick
Chris Pagan
Carolyn Mead
Shannon Wilson
Bernard White (7:30)

Staff: Dean Banman, Manager of Recreation Services
David Palidwor, Acting Manager of Park Services
Sandra Pearson, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Kerri-Lynne Wilson

CALL TO ORDER

Chair McPherson called the meeting to order at 7:00pm.

MINUTES

MOVED Commissioner Fiddick, SECONDED Commissioner S. Wilson that the minutes from the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 15, 2012 be approved.

CARRIED

MOVED Commissioner S. Wilson, SECONDED Commissioner Vincent-Lewis that the minutes from the Electoral Area 'A' Parks, Recreation and Culture Grant-in-Aid Sub-Committee meeting held March 15, 2012 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Chair McPherson asked Ms. Pearson about her findings into a link to Google for an online information site for community contacts and facilities available to the public in Electoral Area 'A'. Ms. Pearson stated this would have been a task for the Recreation Programmer to do. With the board's decision to cease recreation services in Area A, she has been waiting to see what the next steps are. From what she understands it is not a simple task and will require some research.

Chair McPherson also asked about Ms. Vincent-Lewis' request for maps for the Trans Canada Trails. Mr. Banman responded that staff brought those maps tonight.

Chair McPherson asked about Cedar School and Community Enhancement Society's grant request of \$1500 stating that the minutes of the Grant-in-Aid Committee shows a recommendation for \$1000 towards the purchase of a pool table, pool cues, craft supplies and healthy snacks for the Friday night youth program and honorarium for a youth leader.

Ms. Pearson acknowledged she had made an error. The committee recommended \$1000 towards the purchase of a pool table, pool cues, craft supplies and healthy snacks for the Friday night youth program only (no honorarium support).

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner S. Wilson, SECONDED C. Mead that the following correspondence be received:

- B. Stupich and K. St. Cyr, Cedar Family of Community Schools, Re: Grant-in-Aid Extension Request.
- G. Brown, Ministry of Community, Sport and Cultural Development, Re: Cedar Skateboard/Bike Park Grant Approval.
- T. Osborne, RDN, to Ministry of Community, Sport and Cultural Development, Re: Community Recreation Program: Contribution Agreement – Cedar Skateboard/Bike Park
- S. Pearson, RDN, to Cedar Community Association, Re: Cedar Community Grant Funding 2012.
- T. Osborne, RDN, to School District 68, Re: Cedar Skateboard/Bike Park Funding.
- M. Newton to D. Banman, RDN, Re: Programs in Area A.
- M. Ryn, Cedar Community Association to D. Banman, RDN, Re: Appreciation for Financial Support.
- J. Baker, to A. McPherson, RDN Director, Re: Proposed Boat Launching Site on Quennell Lake.
- W. & J. Fraser, to RDN, Re: Quennell Lake Boat Launch.
- T. Osborne, RDN, to School District 68, Re: Cedar Skateboard/Bike Park Land Use Agreement.

CARRIED

REPORTS

PARKS

Monthly Update of Community Parks and Regional Trails Projects February 2012.

Ms. McCulloch reviewed the Community and Regional Parks and Trails Projects for February 2012.

Monthly Update of Community Parks and Regional Trails Projects March 2012.

Ms. McCulloch reviewed the Community and Regional Parks and Trails Projects for March 2012.

Cedar Skateboard/Bike Park Update (verbal)

Ms. McCulloch confirmed the approval of the Community Recreation Program grant for the Cedar Skateboard/Bike Park in the amount of \$439,410. She stated that staff will work with the School District 68 to discuss a Land Use Agreement for the site. Completing Construction and Tender documents is on the Work Plan for 2012.

Ritten Road Car-top Boat Launch Update (verbal)

Ms. McCulloch gave an update of the Ritten Road Boat launch. The RDN hosted an Open House on April 17, 2012. Over 60 people attended the event. Attendees were presented two concept design options for the boat launch. Ms. McCulloch mentioned the concerns of some people at the Open House being: parking onsite vs. on the road, speed on the lake, making sure that all the money is available for 1 phase only. Ms. McCulloch provided an order of magnitude cost estimate for \$24,000 for the construction of the boat launch (not including the dock) and noted that there is the potential for grants from the BC Fisheries and other organizations, as well as, in kind labour and material from the community.

Commissioner Fiddick asked Ms. McCulloch about signs on Lake Quennel and what was going to be done about speed enforcement. Ms. McCulloch responded that the lake is Federal jurisdiction and she believes that our bylaw enforcement officers do not monitor that area.

MOVED Commissioner Fiddick, SECONDED Commissioner S. Wilson, that staff corresponds with Transport Canada to provide more signage for speed and address the size of boats and jet skis.

CARRIED

Monthly Update Electoral Area 'A' Recreation and Culture Services February to April 2012

Ms. Pearson summarized her report highlighting that the Grant-In-Aid sub-committee met on March 14, 2012 to review 6 applications and make recommendations for Commission's approval. She also stated that since the board's decision on March 27 much of her time has been spent on reorganization of the recreation services.

MOVED Commissioner Meade, SECONDED Commissioner S. Wilson, that the reports be received.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

Electoral Area A Grant-in-Aid Program

Mr. Banman stated that based on the decision of the board on March 27, the commission may have to look at how grant applications are assessed. He said the priority is still getting the grants to the community, but we need to look at the delivery system being used and if it is in line with the obligations we have related to our collective agreement with CUPE Local 401. In the future, staff will be asking the RDN Board, Grant-in-Aid committee and Commission to review the Grant-in-Aid process. At this point, Commission's responsibility is to review the minutes and to vote on the recommendations presented. The results will be sent to the RDN board for their consideration and disbursement.

Chair McPherson said that some of the grant applications state the funds will be used for honorariums and he assumes they will be approved. However, the recommendations will go to the board and the board may send back or delay decision after receiving feedback that they do not fit within the confines of the collective agreement due to the ceasing of the recreation and culture services.

Commissioner S. Wilson asked how the honorarium would not fit within the confines of the union. Chair McPherson stated that in the CUPE union agreement if a member is laid off or a program service ceases there is an 18 month period in which you cannot in any way shape or form have other people do that work for pay. An honorarium would be considered remuneration.

MOVED Commissioner B. White, SECONDED E. Jordan, that the following grants be approved for a total of \$6,700.

CARRIED

Organization	Description	Requested
Cedar District 4-H Senior Advisory Council	Beban Barnyard – portable toilets and handwashing, animal feed, shavings, signage, farm info hand outs	\$1,500
Cedar Family of Community Schools	15 boxes of clay, offset costs for honorariums, materials including glazes and kilne shelves	\$ 500
Cedar School and Community Enhancement Society	Pool tables, pool cues, craft supplies, funds for pizza party	\$1,000
Scouts Canada - 1 st Cedar Scouts	Canoes and paddles	\$1,500
St. Philip Anglican Church of Canada, Cedar	'Young and Alive' – day long activity program for children 5-11 yrs old, One day/week in summer, Pro-d days in Fall	\$1,500
Wheatsheaf Fastball Club	Assist with costs of holding 4 th Annual Art and Marion Hutt Memorial Tournament (Mens' Fastball) May 4-6	\$ 700

NEW BUSINESS

Service Delivery Model

Chair McPherson gave a summary of the history of the previous Commission's execution of the Service Delivery Model. A member of the gallery asked: In the 9 years that tax money has been collected for the Recreation Service Function, how much has been collected?

Mr. Banman stated it would have been from approximately 2006 and that he would not want to comment without checking the figures. The member asked for a figure of how much of that money went directly to support the participants of the programs. Mr. Banman stated that the subsidy rate was percentage based on Adult, Senior or Child and that staff could provide that number to him and the commission.

Members of the Commission and members of the gallery discussed their views and opinions about how the services would best be handled and the challenges with the management of the services.

COMMISSION ROUND TABLE

Commissioner Pagan asked what the status was of School District 68's old Cassidy school field and if there was any interest from the RDN in this field. Ms. McCulloch said there had been a concern of a contamination of nails in the field and that the RDN would not be interested until the School Board addressed this issue.

Commissioner S. Wilson stated that it is important to have a community process and dialogue with community members to obtain their opinions when making decisions about services. Commissioner Wilson commended the Parks staff for the work done in obtaining the skate park grant as it will be very beneficial for the community.

Commissioner Vincent-Lewis said she agreed with Commissioner Wilson's thoughts on the importance of communicating with the community. Also she noted that she is starting a Cedar Drop in Soccer for any age.

Commissioner Jordan inquired about access to the river along Morden Colliery Trail at the bottom of Yonning Acres. Commissioner McPherson stated that the land would have to be purchased in order for public access to be attained. Ms. McCulloch advised that the Morden Colliery is a Regional trail and is overseen by the Regional Parks and Trails Select Committee. Ms. Michel, Parks and Trail Coordinator is having a Community Information Session about the area in the Fall.

Commissioner Fiddick inquired about the smaller parks that are less than an acre that are identified for development in the 5 year plan. He questioned whether the small number of people using these parks would warrant spending community parks dollars on them. He asked whether the money for those parks could be combined and used for something like beach accesses. Commissioner McPherson stated that those are items due to be looked at in the future but are not budgeted for in 2012.

Commissioner White commented that there are nine buses a day in Cedar and that is up from seven.

Commissioner Meade said the Newcomers group she is a part of is at about 9-10 people. She mentioned Badminton now has up to 10+ people.

ADJOURNMENT

MOVED Commissioner Vincent-Lewis that the meeting be adjourned at 9:15pm

Chair

NANAIMO REGIONAL HOSPITAL DISTRICT

**MINUTES OF THE REGIONAL HOSPITAL DISTRICT SELECT COMMITTEE
MEETING HELD ON TUESDAY, MAY 15, 2012 AT 1:30 PM
IN THE RDN COMMITTEE ROOM**

Present: Director J. Kipp Chairperson
Director A. McPherson Electoral Area 'A'
Director J. Stanhope Electoral Area 'G'
Director D. Willie Town of Qualicum Beach
Director M. Lefebvre City of Parksville
Director D. Johnstone City of Nanaimo

Also in Attendance:

N. Avery General Manager, Finance & Information Services
W. Idema Manager, Financial Reporting

Regrets:

C. Mason Chief Administrative Officer

CALL TO ORDER

The Chairperson called the meeting to order at 1:35 pm.

MINUTES

MOVED Director Stanhope, SECONDED Director McPherson, that the minutes of the Regional Hospital District Select Committee meeting held February 22, 2012 be adopted.

CARRIED

REPORTS

Capital equipment/project list – Prior years' unexpended funds.

MOVED Director Lefebvre, SECONDED Director Stanhope that the list of capital items to be committed against \$565,000 of prior years' unexpended grant funding be approved as presented.

CARRIED

MOVED Director Lefebvre, SECONDED Director Stanhope that VIHA be required to complete all purchases no later than December 31, 2013 and submit reimbursement claims no later than March 31, 2014.

CARRIED

NEW BUSINESS

MOVED Director Lefebvre, SECONDED Director Willie that VIHA representatives be requested to provide more detailed information outlining their policies and procedures with respect to maintenance and capital planning at VIHA facilities at a future committee meeting.

CARRIED

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Lefebvre, that the meeting terminate.

CARRIED

TIME: 1:50 PM

CHAIRPERSON

TO: Carol Mason
Chief Administrative Officer

DATE: May 6, 2012

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Capital Equipment/Project List – Prior Years’ Unexpended Grant Funds

PURPOSE:

To introduce for approval a list of capital equipment and projects to be applied to \$565,000 of prior years’ unexpended funds.

BACKGROUND:

At its meeting held February 22nd, 2012 the Select Committee received a report regarding the Vancouver Island Health Authority’s (VIHA) request to consolidate unexpended grant approvals from 2006 and 2009. The total available was approximately \$1.13 million. The Committee supported a recommendation to use \$565,000 of the funds towards the Regional Hospital District’s share of the Emergency Department redevelopment project and the remaining \$565,000 would be available to VIHA for alternative equipment/minor project items.

The correspondence attached to this report outlines the items recommended by VIHA for this purpose.

ALTERNATIVES:

1. Approve the list as presented.
2. Approve an amended list.

FINANCIAL IMPLICATIONS:Alternative 1

The list of items complies with the intent to apply funds to health care related items and represents VIHA’s priorities for equipment and minor capital projects at this time.

The list totals \$1.54 million, with \$565,000 from the Regional Hospital District. This is a cost sharing percentage of 31.2%.

\$481,000 is identified for items at the Eagle Park and Trillium Lodge residential facilities. Most of the \$481,000 is to upgrade and maintain equipment and finishes within the buildings where residents spend much of their time - \$65,000 is targeted to replacing wooden fencing around the perimeter of each property.

The largest cost item on the list is a digital x-ray machine at a total cost of \$587,701. This is a new item rather than a replacement item as noted on the list. The original intent was to purchase a new x-ray machine for the medical imaging section of the hospital. Following further review the new machine will be located in the redeveloped Emergency Department section of the hospital.

If one or more of these items is not supported VIHA would recommend alternative items which are currently of a lower priority. Staff recommends approving the list as presented and also recommend establishing a completion date of December 31, 2013.

SUMMARY/CONCLUSIONS:

The Vancouver Island Health Authority has submitted a list of equipment and minor capital projects to which they would apply \$565,000 of capital grant funding accumulated from prior years. The list represents VIHA's priorities at this time. If one or more of the items are not supported VIHA would recommend alternative items of a lower priority. Staff recommends approving the list as presented and establishing a completion date of December 31, 2013.

RECOMMENDATIONS:

1. That the list of capital items to be committed against \$565,000 of prior years' unexpended grant funding be approved as presented.
2. That VIHA be required to complete all purchases no later than December 31, 2013 and submit reimbursement claims no later than March 31, 2014.

Report Writer

CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, May 17, 2012
AT OCEANSIDE PLACE**

- Attendance:** Reg Nosworthy, Chair, Electoral Area 'F'
Scott Tanner, Deputy Chair, Councillor, Town of Qualicum Beach
Richard Leontowich, Electoral Area 'H'
Gordon Wiebe, Electoral Area 'E'
Ross Milligan, District 69 School Board
Bill Veenhof, Director, RDN board, Electoral Area 'H'
- Staff:** Dean Banman, Acting General Manager, Recreation and Parks
Ann-Marie Harvey, Recording Secretary
Chrissie Finnie, Recreation Programmer
John Marcellus, Superintendent of Arena Services
- Regrets:** Joe Stanhope, Director, RDN Board, Electoral Area 'G'
Peter Morrison, Councillor, City of Parksville
-

CALL TO ORDER

Chair Nosworthy called the meeting to order at 2:01pm

Three athletes nominated for RDN Performance Recognition Award for placing 1st in Carpet Bowling at the BC Senior Games were presented with their award and certificate.

MINUTES

MOVED Commissioner Tanner, SECONDED Commissioner Milligan that the Minutes of the Regular District 69 Recreation Committee meeting held April 26, 2012 and the Minutes of the Recreation Grants Sub-Committee meeting held May 8, 2012 be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Wiebe, SECONDED Commissioner Veenhof, that following Communications/Correspondence be received:

M.Bisson to D. Banman, RDN, RE: Health & Wellness Capital Improvements.
T.Coates, Town of Qualicum Beach to S. Pearson RE: Appointment to YFRAS Resource Group.

UNFINISHED BUSINESS

BC Senior Games

Mr. Banman said staff will be able to discuss a bid submission to host the BC Senior Games in mid-June and will have a report to the Commission with recommendations.

Sport Complex

A copy of the Feasibility Study had been given to Commission members so that they may have the history to proceed with a motion that came through last year for this new commission to look at this study and see if there was still interest in moving forward.

Commissioner Wiebe suggested that the commission start looking at the recommendations from the study. Chair Nosworthy stated that recommendation #23 to facilitate a meeting with local sport organizations to discuss the views of a Sport Complex in Oceanside would be a good start.

MOVED, Commissioner Veenhof, SECONDED Commissioner Milligan, that the Feasibility Study be forwarded to School District 69 for discuss and advise them that the Commission's consensus is to proceed with facilitation of a meeting with sports organizations.

CARRIED

Mr. Banman stated for information that Bylaw 1158 is a contingency fund of \$142,000 for facility development for District 69.

Aquatic Survey

Mr. Banman updated that staff is working on this survey and exploring the type of questions to ask and the best delivery method. There will be a hand out as well as an online link to fill out the surveys. A marketing promotion of the survey will be released so that casual users and the entire community have a chance to know the survey is out there.

FUNCTION REPORTS

Oceanside Place Report – April 2012

Mr. Marcellus review the April report for Oceanside Place.

Ravensong Aquatic Centre Report – April 2012

Mr. Banman reviewed the April report for Ravensong Aquatic Centre.

Northern Community Recreation Services – April 2012

Mr. Banman summarized the April Northern Recreation Services. He noted that Sandra Pearson and Kelly Valade will attend the next commission meeting in June and presenting on the Youth Strategic Plan.

Mr. Banman stated that he and staff are working on streamlining the reporting of figures on the functions reports so they are clearer in their delivery and understanding.

Mr. Banman noted that the Community and Regional Parks and Trails Report would be presented at the next meeting.

MOVED Commissioner Veenhof, SECONDED Commissioner Tanner, that the function reports be received.

CARRIED

Grant Committee Recommendations

1. That the Commission endorses the following **Youth Grants**:

Community Group	Approved in 2011	Current Request 2012	2012 Recommended
Bard to Broadway Theatre Society - Youth Theatre workshop facility rental	800	1000	1,000
Bard to Broadway Theatre Society - Education Series facility rental	1,500	2,500	1,500
District 69 Family Resource Assn. - youth drop-in food	600	2,470	1,200
Oceanside BMX (formerly Erik Goetzinger BMX) - staging ramp & shutes	1,500	2,300	1,600
Oceanside Youth Football Assn.- helmets	0	2,500	2,000
Ravensong Aquatic Club - pool rental	3500	2500	2,500
Total			9,800

2. That the Commission endorses the following **Community Grants**:

Community Group	Approved in 2011	Current Request 2012	2012 Recommended
Corcan Meadowood Residents Association - Halloween Scary Walk supplies and equipment rental	1,500	1,895	1,500
Lighthouse Recreation Commission - annual programs and events	2,700	2,700	2,700
Oceanside Building Learning Together - 4 early learning kits	2,500	2,000	1,000
Oceanside Building Learning Together - Dad's Night Out arena admissions	349	455	455
Oceanside Community Arts Council - summer arts program supplies	0	450	450
Arrowsmith Community Enhancement Society - portable sound system	1,090	2,490	1,200

The Old School House - Harvest of Music sound equipment rental, transportation, lodging for performers	0	3,500	1,800
Parksville Badminton Club - remainder of winter program shortfall	1,250	1,250	1,250
Parksville and District 69 Team - transportation	1,500	1,600	1,500
Parksville Lions Club - Green Gym equipment and surfacing	1,500	2,500	1,500
Qualicum Beach Beach Day Organizing Committee - stage rental	0	1,000	1,000
Total			14,355

MOVED Commissioner TANNER, SECONDED Commissioner Veenhof, that the Community and Youth Grant recommendations be approved.

CARRIED

NEW BUSINESS

Fees and Charges

Mr. Banman summarized the Fees and Charges report and how the figures are attained. The committee discussed how these numbers are reached and researched. It was suggested that a question about rates be included in the Aquatic Survey.

Commissioner Veenhof questioned the recovery rates on programs could be subsidized with a lower recovery rate and gave the example of Area 'H' with their low numbers, if maybe the costs were subsidized more, the numbers could increase.

Mr. Banman stated that there is a policy referring to special fees applied to "Seed Programs" may exist for new programs as well as lower recovery rates on kids programs. He said staff can look at this policy and review the recover costs for programs and possibly lowering the registration fees to increase participant registration.

MOVED Commissioner Veenhof, SECONDED Commissioner Tanner, that the recommendations of the Fees and Charges Report be approved.

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Tanner mentioned next weekend, May 26 is the QB fireworks on the beach and Sunday is Family Day with a parade at 12 and activities to follow in the Community Park.

Commissioner Leontowich said the Lion's Club as about 10 donated scooters and hospital beds available for rent for free and asked to spread the word.

Chair Nosworthy mentioned the 100yr anniversary of the French Creek Community School will be celebrated Saturday May 27th with a at the school grounds.

ADJOURNMENT

MOVED Commissioner Veenhof to adjourn at 3:30pm.

NEXT MEETING

June 20, 2012
Oceanside Place, 2:00pm

Reg Nosworthy, Chair

TO: Carol Mason
Chief Administrative Officer

DATE: May 8, 2012

FROM: Dean Banman
Acting General Manager Recreation and Parks

FILE:

SUBJECT: District 69 Recreation Services Fees and Charges – September 1, 2012-August 31st. 2013

PURPOSE

To seek Regional Board approval for setting the 2012/2013 fees and charges for Oceanside Place, Ravensong Aquatic Centre and Northern Community Recreation Services.

BACKGROUND

As per Policy C2.1 - Recreation Fees and Charges (Appendix E) recreation services fees and charges in District 69 are reviewed annually by the Recreation Fees and Charges Sub Committee of the District 69 Recreation Commission. These recommendations are then reviewed by the District 69 Recreation commission before being considered by the Board. The recreation service fees and charges reviewed include; program fees for Northern Community Recreation Services, attached as Appendix A, and admission and rental fees for the Ravensong Aquatic Centre and Oceanside Place, attached as Appendix B and C respectively.

Recreation fees and charges encompass a detailed amount of information related to admission rates/categories, hourly rental rates of facilities, subsidization levels of programs and definitions of categories or classifications related to user groups. Due to the sheer volume and level of detail required to review each area of fees and charges, the main categories or components of the fees and charges policy are broken down into more manageable sections during the annual review. Each section then becomes the focus of the respected year of review. In 2009/2010 the fees and charges review focused on the elimination of different admission rates at Oceanside Place and Ravensong Aquatic Centre, creation of membership rates and extensive review of admission rate categories. The review completed for the 2011/2012 fees and charges focuses on a review of rental rate categories and resulted in the amalgamation of categories (Children’s Community Groups and Schools, Youth Community Groups, Swim Club - Children, Swim Club – Youth) into more simplistic and relevant category titles (Minor Rate) and the removal of some categories (School Rental Prime) as more relevant categories were already in place.

This annual review (2012 – 2013) of the recreation fees and charges for District 69 evaluated the proposed percentage increases across a number of fees and charges and a review of the various definitions used in rental rate categories.

As per RDN Policy C2.1 a review of the fees and charges of similar facilities in the mid-Vancouver Island region is required to be taken into consideration when establishing prices for both Oceanside Place and

Ravensong Aquatic Centre. The policy does not give specific direction for a direct correlation between RDN facilities and other facilities, but it is implied that local fees and charges will be within an acceptable range with other communities in the area. As the City of Nanaimo is within the boundaries of the RDN staff monitor Nanaimo rates for comparative purposes. In 2003 the Regional Board also approved recommendations to maintain at minimum, the mid island averages. Relevant points regarding the mid-island averages are further outlined later in the report.

Key issues and proposed changes regarding the fees and charges for the 2012-13 season are highlighted as follows:

I. NORTHERN COMMUNITY RECREATION SERVICES

The Northern Community Recreation Services function pertains to the delivery of non-facility based program services throughout District 69. The Fees and Charges Policy outlines the guidelines and processes regarding program service delivery with respect to fees and charges with details of recovery rates, revenue sharing percentages and other related information attached as Appendix A.

Program Fees

Recommendation:

1. That the 3% increase continue to be applied through the 2012-13 season for ongoing seasonal programs.

Each year an annual percentage increase is reviewed and applied to ongoing seasonal programs, although staff have the ability to apply higher percentages to specific programs if the recovery of program costs warrants such increases. Currently, the approved Five Year Financial includes proposed annual increases of 3%.

Recovery Rates

Recommendation:

2. That the District 69 Recreation Program Recovery Rates be maintained as shown in Table 1.

Recovery rates as indicated in Appendix A and below in Table 1 are only applied to programs whereby Term Instructors are paid an hourly rate or flat fee.

Table 1- RDN District 69 Recreation Program Recovery Rates

Category:	Recovery Rates (%)
Pre-School Programs (5 yrs and under)	100
Children’s Programs (Kindergarten-Grade 5)	100
Youth Programs (Grade 6-12)	75
Adult Programs (19 yrs and above)	125
Summer and Holiday Camps	75
Contract Camps	100
Family Programs	75
Leadership Development	75

Administration Fee

Recommendation:

3. That the administration fee remain at 15% and the fee be waived for all programs that are operated out of School District 69 facilities for the 2012-13 season.

The 15% administration fee was established to help offset indirect program costs associated with the administration and operations of the service. These include such items as photocopying, advertising and promotion, interdepartmental administration fee, etc. The administration fee only applies to programs whereby Term Instructors are paid an hourly or flat fee, not a revenue sharing percentage ratio as indicated under *Recovery Rates* above.

In February 2011, the School District increased their rental rates substantially and granted an extension to the RDN for a delayed implementation in September 2011. As expected this has had an adverse effect as program fees have increased in order to offset the substantially higher rental rates. Adding a further 15% administration fee would make many registration fees unaffordable and result in many cancelled programs. It was recommended and approved by Commission for the 2011-12 season that the administration fee be waived on programs that are operated out of School District 69 facilities. The RDN met with the School District in November 2011, and there is interest in establishing a memorandum of agreement regarding facility use, fees and access. It is hoped that a future joint use agreement with School District 69 would reduce the rental fees of school facilities and allow for the re-implementation of the 15% administration fee.

II. OCEANSIDE PLACE AND RAVENSONG AQUATIC CENTRE

ADMISSION RATES

Recommendation:

- 4. That the 3% increase for the 2012-13 season be applied to all admission rates with the exception of the “Special Rate” and Child admissions.**
- 5. That the “Special Rate” Admissions be maintained at \$3.00 for Adult/Senior and \$1.50 for Child/Student.**
- 6. That the admission category for Child not be increased.**

Admission Fees

Each year an annual percentage increase is reviewed and applied if warranted to facility admissions and rental rates. Currently the Five Year Financial includes proposed annual increases of approximately 3% for facility admissions and rentals. As part of this year’s review process, as in past years, a summary of admission rates from other mid-island recreation departments was completed and are summarized in Table two.

Table 2 compares both the current mid-island averages for admission fees as of March 2012 and proposed rates for 2012-13. To minimize the affect extreme low or high fees and charges impact the average the communities with the highest and lowest rates have not been included. One additional item to include at this point is that seven out of the 8 mid-island communities surveyed indicate probable increases to admission and rental fees in the third quarter of 2012. These increases will range from one to seven percent. An average increase of 4% for comparative purposes has been used in Table 2.

The schedule of admissions fees and rental rates as outlined in Appendix B and C have been reviewed and a 3% increase is warranted with the exception of the Child category. A 3% increase in this category would trend RDN admission towards a large variance compared to the mid-island average. Recognizing

this and initiatives to increase physical activity levels in children as well as opportunities for families as a whole to participate in activities, it is recommended that the admission categories of Child not be increased.

Table 2- 2012 Mid - Vancouver Island Facility Admission Rates

All figures include HST	Child	Student	Adult	Senior	Family
RDN Admissions: current	3.06	3.95	5.66	4.42	11.48
Mid Island Average: current	2.85	3.71	5.51	4.18	11.35
Mid Island Average: + 4%	2.95	3.86	5.73	4.35	11.80
RDN Admissions : proposed 2012 -2013	3.06	3.81	5.83	4.56	11.82
City of Nanaimo: current	3.25	4.75	6.50	4.75	13.00
City of Nanaimo :2012-13	3.50	5.00	6.50	5.00	13.00

“Special Rate” Admissions

The ‘Special Rate’ Admissions of \$1.50 for children and youth rate categories and \$3.00 for the adult and senior rate categories are designed to meet the needs of patrons with limited or fixed incomes and to utilize facilities during non-peak times. The Department provides a number of opportunities for these reduced rates to attract individuals and families who may otherwise not be able to participate in these recreational pursuits. The rate increased in 2009 from \$1.00 and \$2.00 respectively, at the time coined as “Loonie” and “Twoonie” Swims or Skates. An all inclusive rate that includes HST and is rounded off to a simple amount is attractive to both users and staff as processing admissions is more efficient as customers tend to bring the exact admission amount making transactions simple. Although these rates are mostly applied to non-peak facility times or places within facility schedules where time constraints do not allow for a session of full length, costs associated with these facility times are still apparent and increases to ‘Special Rate’ admissions is still necessary.

In order to maintain the characteristics of these two admission rates increases consistent with other categories is not possible. In fact this category saw an increase of 10% last year when rates increased from \$1.25 and \$2.50 respectively. Although percentages increases are large at times, these rates are still heavily discounted to the regular admission rates. If still not affordable or inconvenient alternatives for heavy discounts are still available through Active Living membership cards.

III. FACILITY RENTAL RATES

ARENA RENTAL RATES

Recommendation:

7. That the arena rental fees and charges be applied as outlined in Appendix B which includes Winter Rates increasing 4% and Youth Prime and Adult Prime dry floor rental rates not be increased.

The category applied to user groups determines the hourly rental rate. Category rates range as much as Commercial Prime of \$247.00 per hour to as low as youth non-prime off season dry floor of \$45.49 per hour. Factors affecting the rate applied to rentals are; time of year, time of day, main age group of participant utilizing the facility, frequency of use and whether use is for profit or non-profit purposes. Tables 3 and 4 provide a barometer of comparison between arena facility rates compared to mid-island averages. Youth and Adult classifications can be considered typical and make up the majority of usage at community arenas. A complete breakdown of proposed rentals rates for all classifications can be found in Appendix B. Of special note is the use of a senior rental rate in relation to ice and dry floor rentals. Of the

communities surveyed, no other has a senior category. Groups falling within this age category in these communities are charged the existing adult rate.

User group categories and definitions applied in District 69 facilities are quite universal and common across all like facilities. Some variations occur on the length on season such as “Winter” and “Shoulder” and depend on local demand and availability. Determining or validating the category to be applied can be challenging at times. Defining user groups into hockey / skating schools, tournament usage or commercial rates become more open to interpretation when applied in instances where a user group is a blend of one or more categories. Determining the appropriate rate (minor rate, commercial or hockey school rate) to be applied when a local parent contracts to a hockey coach to teach private hockey skills needs to be applied with transparency and consistently. The characteristics of facility use that determines when the tournament rate applies vs. minor or adult rate is another example when facility use is a blend of more than one rate category.

Oceanside Place Winter Rates

Table 3 shows that the current winter rates in all categories are lower than mid-island average ranging from 2%-8%. Factoring in an anticipated 4% increase in mid-island communities later in 2012, a 3% increase to rates would do little to keep pace with other like communities. This variance was identified in 2011 and staff have proposed a three year phased approach. An increase of 4% annually over the next two years would more realistically align the Regional District Winter rates.

If an annual increase of 3% was applied across all fees and charges categories the applicable Winter Minor Non-Prime rate of \$76.05 is 2% lower than the current mid-Island average of \$74.62 and 8% lower than the City of Nanaimo rate at \$82.88. Staff anticipate similar increases of 4% will be required over two years to keep this rate aligned with the mid-island average and City of Nanaimo rates.

Table 3- 2012 Mid - Vancouver Island Facility Rental Rates - Ice

All figures include HST	Minor Non-Prime	Minor Prime	Adult Prime	Adult Non-Prime
RDN Rental Rate, Ice: current	73.12	82.87	158.28	127.47
Mid Island Average: current	74.62	90.11	163.74	137.45
Mid Island Average: + 4%	77.60	93.71	170.29	142.95
RDN Rental Rate, Ice: proposed 2012-13	76.04	86.18	164.61	132.57
City of Nanaimo: current	82.88	82.88	166.88	133.28
City of Nanaimo: 2012-13	85.12	85.12`	171.36	137.76

Table 4 compares dry floor rental rates and shows that existing RDN rates within these categories are significantly higher both City of Nanaimo and the mid-island average.

Table 4- 2012 Mid - Vancouver Island Facility Rental Rates – Dry Floor

All figures include HST	Youth Prime	Adult Prime
RDN Admissions: current	52.00	71.50
Mid Island Average: current	45.02	60.64
Mid Island Average: + 4%	46.82	63.07
RDN Rental Rates, dry floor proposed 2012-13	52.00	71.50
City of Nanaimo: current	47.04	94.08
City of Nanaimo: 2012-13	48.16	95.96

AT COST RATES

Recommendation:

8. That additional services as required are charged at cost.

User groups are charged “at cost” for additional services and supplies that may be required for their event. Removal and reinstall of arena glass, arena floor, and electrical connection/disconnection charges are a few examples of at cost charges.

AQUATIC RENTAL RATES

Recommendation:

9. That the aquatic rental fees and charges be applied as outlined in Appendix C which includes rental rates for Minor Community Group and Adult Community Group not be increased.

Four broad categories make up the majority of user groups being charges hourly rental rates at Ravensong Aquatic Centre. Current rental rates range from \$86.23 (minor community group) to \$208.66 per hour for main pool use. Table 5 provides a comparison between aquatic main pool facility rates compared to mid-island averages. A complete breakdown of proposed rentals rates for all classifications can be found in Appendix C. Comparisons between aquatic facilities is challenging as pool amenities (slides, water features, steam, sauna) vary. These categories are significantly higher both City of Nanaimo and the mid-island average.

Table 5- 2012 Mid - Vancouver Island Facility Rental Rates – Aquatic

All figures include HST	Minor Community Group	Adult community Group	Commercial
RDN Admissions; current	86.23	128.56	208.66
Mid Island Average: current	74.41	124.46	154.39
Mid Island Average: + 4%	77.39	129.44	160.57
RDN Admissions: proposed 2012-13	86.23	128.56	214.92
City of Nanaimo: current	63.84	114.91	127.68
City of Nanaimo: 2012-13	65.52	117.94	130.23

ALTERNATIVES

1. To approve the Northern Community Recreation Services Fees and Charges as per Appendix A and, the admission and rental fees and charges for Oceanside Place and Ravensong Aquatic Centre as per Appendix B and C.
2. To not approve the fees, charges and policy revisions as outlined and provide alternative direction.

FINANCIAL IMPLICATIONS:

Operational costs continue to increase and include volatile utilities such as natural gas and electricity that are now joined by sustainability initiatives (carbon offsets) that require funding. Not only are these expenses seen within our own operation of recreation facilities but also in the rental rates we are charged by third parties when RDN recreation programs use other community facilities such as schools and community halls. Similar to our challenges where applicable these owners pass on expenses directly to user groups to help minimize increases to the general public. Although some future cost savings are anticipated in areas such as energy conservation, replacement of inefficient equipment and the implementation of time saving practices, operational expenses are expected to increase. Making it prudent to continue a strategy where smaller percentage increase to fees and charges are consistently maintained and reviewed on a regular basis.

The proposed increases to the program, admission and rental fees outlined in Appendices A, B and C are intended to generate additional revenues to assist in keeping pace with increasing operational costs and aid the burden on tax requisitions. These increases presented in the appendices are set in accordance with the current forecasted Five Year Financial Plan. For those categories recommended not to be increased (Child admissions, Youth and Adult Prime Dry Floor rental rates and Minor and Adult Community Group aquatic rental rates) the financial impact across both arena and aquatic revenues is projected to be \$5000 less in revenue if the volume of admission and rentals does not increase.

If the fees and charges are not approved as presented in the report, consideration needs to be given to the direction provided on the five year financial plan. If a reduction or “freeze” in fees and charges is approved and the volume of rentals and admissions does not increase proportionally, annual surpluses would be negatively impacted. Projected budget surpluses are carried forward to succeeding years and used to help offset increases in tax requisitions and fund operational and capital projects.

Projected revenues associated with fees and charges for Oceanside Place are; \$79,000 in admissions, \$38,000 in program registration fees and \$457,000 in facility rentals. Ravensong Aquatic Centre; \$91,000 in facility rentals, \$284,000 in admissions and \$168,500 in program registration revenue. Northern Community Recreation program fees are budgeted amount for 2012 is \$202,000.

SUSTAINABILITY / CITIZEN IMPLICATIONS

Providing affordable access to programs and facilities is paramount for residents to enjoy an active lifestyle. However this affordability is in contrast to the expenses in operating facilities and offering recreation programs. Most local governments commit to subsidizing fees and charges of recreation programs/facilities and have consistently applied a broad based universal amount in the percentages that these subsidies will be. This subsidization is done with the understanding that programs and services provided improve the quality of life to residents, improve the vitality of a community, and ensures healthy and active residents both socially and physically. It also recognizes that direct users of the

facilities received more individual benefits from use and should contribute directly to the operation and capital expenses of these facilities.

Microeconomics of local communities are always considered or at least discussed when rates are being reviewed. However since there are very few quantifiable ways to apply local conditions, changes to fees and charges can be somewhat subjective. As long as the perceived value is deemed beneficial, residents will continue to participate; however, there will be a threshold by which they measure their involvement. If fees surpass ability to pay, curtailment of use will result.

If the proposed increase to fees and charges create a financial barrier to some residents, additional support can be provided through the Financial Access Program provided through the Recreation and Parks Department, and for children and youth through the Society of Organized Services. The membership concept implemented in 2009 provides another option for patrons providing savings on admission fees while maintaining an active lifestyle.

CONCLUSION

The annual fees and charges for the three District 69 recreation functions are required to be set for the upcoming 2012-2013 season. In setting the fees a variety of factors have been considered, including mid-island averages from other local governments that provide public recreation services, financial pressures on facility users, increasing operational costs, and projected revenue targets in the Five Year Financial Plan. Over the years the District 69 Recreation Commission and RDN Board have efforted to keep fees and charges in-line with mid-island communities. Relevant information is collected annually and used in determining rate changes in District 69. A summary of specific recommendations within each sub-category of the fees and charges is;

1. That the 3% increase continue to be applied through the 2012-13 season for ongoing seasonal programs.
2. That the District 69 Recreation Program Recovery Rates be maintained as shown in Table 1 and Appendix A of this report.
3. That the administration fee remain at 15% and the fee be waived for all programs that are operated out of School District 69 facilities for the 2012-13 season.
4. That a 3% increase for the 2012-13 season be applied to all admission rates with the exception of the "Special Rate" and Child admissions.
5. That the "Special Rate" Admissions be maintained at \$2.75 for Adult/Senior and \$1.50 for Child/Youth.
6. That the admission rate for Child not be increased.
7. That the arena rental fees and charges be applied as outlined in Appendix B which includes Winter Rates increasing 4% and Youth Prime and Adult Prime dry floor rental rates not be increased.
8. That additional services as required are charged at cost.
9. That the aquatic rental fees and charges be applied as outlined in Appendix C which includes rental rates for Minor Community Group and Adult Community Group not be increased.

Given the information provided in the report it is recommended the Regional District approve the 2012-2013 program, admission and rental fees for the Northern Community Recreation Services, Oceanside Place, and Ravensong Aquatic Centre functions as outlined in Appendices A, B and C.

RECOMMENDATIONS

1. That the 2012-2013 Northern Community Recreation Services Program Fees be approved as provided in Appendix A.
2. That the 2012-2013 program, admission and rental fees for Oceanside Place be approved as provided in Appendix B.
3. That the 2012-2013 program, admission and rental fees for Ravensong Aquatic Centre be approved as provided in Appendix C.

Original Signed by D. Banman

Original Signed by C. Mason

A/General Manager Concurrence

C.A.O. Concurrence

APPENDIX A

Northern Community Recreation Services Fees

1. A minimum 3% increase to all on-going program fees effective September 1, 2012 to August 31, 2013; however, a higher percentage may be applied if the recovery of program costs warrants such an increase in fees.
2. For Programs with Term Instructors paid an hourly or flat fee:
 - a. Recovery rate categories for Northern Recreation Services function shall be as follows:

Category:	Recovery Rates (%):
Pre-School Programs (5 yrs and under)	100
Children's Programs (Kindergarten-Grade 5)	100
Youth Programs (Grade 6-12)	75
Adult Programs (19 yrs and above)	125
Summer and Holiday Camps	75
Contract Camps	100
Family Programs	75
Leadership Development	75

- b. The administration fee applicable to programs whereby Term Instructors are paid on an hourly or flat fee shall remain at 15%; however, the administration fee will be waived during the 2012-13 season for Regional District programs that are operated out of School District 69 facilities.
3. The guideline for the revenue-sharing percentage ratio for Term Instructors (Companies) and the Regional District of Nanaimo agreements shall remain at 70% / 30% respectively.

APPENDIX B

OCEANSIDE PLACE ADMISSIONS	2010-11	2011-12	2012-13
Tot (0-3)	Free	Free	Free
Child (4-12)	2.97	3.06	3.06
Student (13-18 or Valid Student Card)	3.84	3.95	3.81
Adult (19-59)	5.49	5.66	5.83
Senior (60-79)	4.29	4.42	4.56
Golden (80+)	Free	Free	Free
Family (2 adults + children living in the residence)	10.44	11.48	11.87
Special Rate (Child/Youth)	1.25	1.50	1.50
Special Rate (Adult/Senior)	2.50	3.00	3.00
Family w/ Skate Rental	14.94	15.39	15.85
Child / Youth Skate Rental	1.38	1.42	1.47
Adult / Senior Skate Rental	2.74	2.82	2.91
Skate Sharpening (price incl. HST)	5.05	5.21	5.36
Membership Card Replacement Fee	5.60	5.60	5.60
OCEANSIDE PLACE RENTALS			
Tournament Rates Tournament: 27 hours or more of tournament ice booking, no charge on equal amount of, pond or multi-purpose or meeting room space or combination of all three.			
Minor Tournament	70.31	72.42	74.60
Adult Tournament	117.87	121.40	125.05
Senior Tournament	114.80	118.24	121.79
Commercial Events Prime	162.27	167.13	172.15
Commercial Events Non Prime	138.24	142.39	146.66
Winter Rates (September 1 - March 31)			
Minor Prime	80.46	82.87	86.18
Minor Non Prime	70.31	73.12	76.04
Adult Prime	151.46	158.28	164.61
Adult Non Prime	123.76	127.47	132.57
Senior Prime	151.46	151.46	157.52
Senior Non Prime	114.80	118.24	122.97
Hockey / Skating Schools	151.46	156.00	160.68
Commercial Events Prime	239.80	247.00	256.88
Commercial Events Non Prime	189.31	194.99	202.79
Set Up / Tear Down		73.83	76.78

HST included

APPENDIX B - continued

OCEANSIDE PLACE RENTALS	2010-11	2011-12	2012-13
Shoulder Season Rates (April 1 - August 31)			
Minor Prime	69.74	71.83	73.99
Minor Non Prime	59.74	61.53	63.38
Adult Prime	128.73	132.59	136.57
Adult Non Prime	105.19	108.35	111.60
Senior Prime	128.73	128.73	132.59
Senior Non Prime	101.30	104.34	107.47
Hockey / Skating Schools	111.40	114.74	118.18
Commercial Events Prime	220.89	227.51	234.34
Commercial Events Non Prime	126.21	130.00	133.90
Set Up / Tear Down		61.53	63.38
Dry Floor			
Minor prime	50.49	52.00	52.00
Minor Non Prime	44.17	45.50	45.50
Adult Prime	69.42	71.50	71.50
Adult Non Prime	56.80	58.50	58.50
Senior Prime	69.42	69.42	71.50
Senior Non Prime	50.49	52.00	53.56
Hockey / Skating Schools	75.71	77.98	80.32
Commercial Events Prime	220.89	227.51	234.34
Commercial Events Non Prime	126.21	130.00	133.90
Set Up / Tear Down		45.49	46.86
The Pond			
Ice In Prime	47.97	49.41	50.89
Ice In Non Prime	41.12	42.35	43.62
Ice In in conjunction with full sheet	20.55	21.17	21.80
Ice Out Prime	34.26	35.29	36.35
Ice Out Non Prime	27.40	28.22	29.06
Ice Out In Conjunction with full sheet	20.55	21.17	21.80
Multipurpose Room			
Full Room	37.88	39.01	40.19
Half Room	18.93	19.50	20.08
Commercial Full Room	44.17	45.50	46.86
Commercial Half Room	25.23	25.99	26.77
Full Room w/ Ice/Floor Rental	25.23	25.99	26.77
Half Room w/ Ice/Floor Rental	12.63	13.01	13.40
Day Rate (Full Room)	222.73	229.42	236.30
Day Rate (Half Room)	111.36	114.70	118.14
Meeting Room			
Meeting Room	6.01	6.19	6.38
Meeting Room w/ Ice / Floor rental	6.01	6.19	6.38

HST included

APPENDIX B - continued

OCEANSIDE PLACE RENTALS : Packages	2010-11	2011-12	2012-13
(includes skate rentals)			
Winter Wonderland Ice Rentals			
Under 50 people - 1 hour	173.60	178.82	184.18
50 -100 people - 1 hour	225.06	231.82	238.77
100-200 people - 1 hour	276.52	284.82	293.36
Under 50 people – 1.5 hours	213.84	220.26	226.87
50 -100 people - 1.5 hours	265.29	273.26	281.46
100-200 people - 1.5 hours	316.76	326.26	336.04
Under 50 people - 2 hours	274.95	283.19	291.69
50 -100 people - 2 hours	326.40	336.19	346.28
100-200 people -2 hours	377.85	389.19	400.86
Private Ice Rentals - The Pond			
Up to 30 people - 1 hour	107.00	92.36	95.13
Up to 30 people - 1.5 hours	131.00	117.06	120.57
Up to 30 people - 2 hours	165.00	163.25	168.15
Private Ice Rentals - HMA / VKA - Winter			
Under 75 people - 1 hour	N/A	125.81	129.58
Under 75 people - 1.5 hours	N/A	167.27	172.29
Under 75 people - 2 hours	N/A	230.17	237.08
75-200 people - 1 hour	N/A	168.75	173.81
75-200 people - 1.5 hours	N/A	210.19	216.50
75-200 people - 2 hours	N/A	294.60	303.44
Private Ice Rentals - HMA / VKA - Shoulder	N/A		
Under 75 people - 1 hour	N/A	114.77	118.21
Under 75 people - 1.5 hours	N/A	150.68	155.21
Under 75 people - 2 hours	N/A	208.08	214.33
75-200 people - 1 hour	N/A	157.71	162.44
75-200 people - 1.5 hours	N/A	193.63	199.43
75-200 people - 2 hours	N/A	272.52	280.69

HST included

APPENDIX C

RAVENSONG AQUATIC CENTRE ADMISSIONS	2010-11	2011-12	2012-13
Tot (0-3)	Free	Free	Free
Child (4-12)	2.97	3.06	3.06
Student (13-18 or Valid Student Card)	3.84	3.95	3.95
Adult (19-59)	5.49	5.66	5.83
Senior (60-79)	4.29	4.42	4.56
Golden (80+)	Free	Free	Free
Family (2 adults + children living in the residence)	10.44	11.48	11.82
Special Rate (Child/Youth)	1.25	1.50	1.50
Special Rate (Adult/Senior)	2.50	3.00	3.00
Membership Card Replacement Fee	5.60	5.60	5.60
Minor Community Groups (0-18 yrs)			
Main Pool	83.72	86.23	86.23
Whirl-Leisure Pool	41.89	43.14	43.14
Per Lane	14.21	14.64	14.64
Pool All	125.61	129.38	129.38
Adult Community Groups			
Main Pool	124.82	128.57	128.57
Whirl-Leisure Pool	62.40	64.27	64.27
Per Lane	20.92	21.55	21.55
Pool All	187.23	192.85	192.85
Commercial			
Main Pool	202.59	208.66	214.92
Whirl-Leisure Pool	101.30	104.34	107.47
Per Lane	33.77	34.78	35.82
Pool All	325.16	334.91	344.96
Guards			
Additional Guard per 1 hour sessions	38.37	39.52	40.71

HST included

APPENDIX C - continued

RAVENSONG AQUATIC CENTRE RENTALS	2010-11	2011-12	2012-13
Private Swim Instruction			
Individual			
Up to 4 lessons @ 30 minutes each	25.76	26.53	27.33
5 or more Lessons @ 30 minutes each	23.52	24.23	24.95
Group (up to max. 4 people)			
Up to 4 lessons @ 30 minutes each - 2 person charge	37.35	38.47	39.63
additional person charge \$12 each		13.44	13.84
Physiotherapy Rates per client			
Private Plan (BC MSP or direct payment)	8.49	8.74	9.01
Group Plan (ICBC, WCB, RCMP, etc.)	10.84	11.17	11.50
Active Living Cards (OP and RAC)			
3 Month			
Child (4-12)	77.17	79.50	81.88
Student (13-18 or Valid Student Card)	99.88	102.79	105.88
Adult (19-59)	142.69	147.06	151.47
Senior (60-79)	111.53	115.02	118.47
Family	271.40	298.48	307.43
6 Month			
Child (4-12)	138.90	143.10	147.39
Student (13-18 or Valid Student Card)	179.79	185.03	190.58
Adult (19-59)	256.84	264.70	272.64
Senior (60-79)	200.75	207.04	213.25
Family	488.52	537.26	553.38
12 Month			
Child (4-12)	208.35	214.64	221.08
Student (13-18 or Valid Student Card)	269.68	277.54	285.87
Adult (19-59)	385.26	397.05	408.96
Senior (60-79)	301.13	310.56	319.88
Family	732.78	805.90	830.07
10X Active Passes (OP & RAC)			
Child (4-12)	26.71	27.52	28.34
Student (13-18 or Valid Student Card)	34.57	35.58	36.65
Adult (19-59)	49.39	50.90	52.43
Senior (60-79)	38.61	39.82	41.01
Family	93.95	103.32	106.42
Child (4-12) w/skate rentals	39.11	40.32	41.53
Student (13-18) w/skate rentals	46.97	48.38	49.84
Adult (19-59) w/skate rentals	74.09	76.31	78.59
Senior (60-79) w/skate rentals	63.30	65.22	67.17
Family w/skate rentals	134.47	138.50	142.65
Child/Youth skate rentals	12.40	12.80	13.19
Adult/Senior skate rentals	24.70	25.40	26.16
Skate Sharpening	45.46	46.87	48.28

HST included

APPENDIX D

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: <i>Recreation Fees and Charges</i> <i>(Recreation & Parks)</i>	POLICY NO: C2.1 CROSS REF.:
EFFECTIVE DATE: June 13, 1995	APPROVED BY: Board
REVISION DATE: July 31, 2011	PAGE: 1 of 3

PURPOSE

To establish criteria and rate schedules to be applied to recreation facilities and programs.

POLICY

This policy pertains to three functions of the Recreation and Parks Department that are supported within District 69 only including Northern Community Recreation Services, Oceanside Place and Ravensong Aquatic Centre. The policy does not include the Electoral Area 'A' Recreation and Culture Services function, Electoral Area 'B' Recreation Services function or the Regional and Community Parks function.

Program/Rental Fees and Charges

Fees and charges for recreation programs and facility admissions and rentals in District 69 shall be established based upon the following criteria:

1. All recreation program fees will be based upon a recovery of direct program costs.
2. Admission fees and rental rates for Oceanside Place and Ravensong Aquatic Centre shall be calculated based upon a percentage recovery of operating costs.
3. Philosophically, facility fees and rentals will reflect the ability of various user groups to pay for services; therefore, children, youth and seniors pay less than adults, and with respect to facility rentals, recreational users will be charged less than commercial users.
4. Some programs may also be targeted to reflect the ability of the user group to pay, for example, adult programs may have a higher cost recovery to offset other preschool, children and youth programs, or some programs may have lower cost recovery targets such as leadership and family oriented programs.
5. Special fees, to be called Seed Programs, may exist for new programs to support first time participation and/or start up costs.

Administration of Program / Rental Fees and Charges

1. The General Manager of Recreation and Parks, or designate, will call an annual meeting to involve the District 69 Recreation Commission's Fees and Charges Committee to review the following information and make recommendations for consideration by the District 69 Recreation Commission to be forwarded to the Regional Board for approval for the coming calendar year.
2. ***Northern Community Recreation Services function (as outlined in Appendix I):***
 - a) Program fees
 - b) Recovery rate categories for programs
 - c) List of direct program costs
 - d) Annual administration fee
 - e) Revenue Sharing Percentage Ratio for Term Instructors (Individuals or Companies)

Oceanside Place and Ravensong Aquatic Centre functions:

- a) facility admission fees and rental rates *(as outlined in the Annual Fees and Charges Schedules)*
 - b) review rates from similar facilities in the mid Island region
3. The General Manager of Recreation and Parks, or designate, may, from time-to-time, establish one-time only fees or make a short-term relaxation of program or rental fees.

Appendix I

1. Recovery rate categories for Northern Community Recreation Coordinating function shall be presented as follows:

Category:	Recovery Rates (%):
Pre-School Programs (5 yrs and under)	100
Children’s Programs (Kindergarten-Grade 5)	100
Youth Programs (Grade 6-12)	75
Adult Programs (19 yrs and above)	125
Summer and Holiday Camps	75
Contract Camps	100
Family Programs	75
Leadership Development	75

2. Direct program costs shall include the following:
- a) employment of Term Instructor(s), program leaders including preparation time
 - b) program equipment, supplies and materials
 - c) facility rental
 - d) transportation and/or mileage (as per the RDN vehicle mileage rate)
 - e) administration fee (includes RDN administration fee, photocopying, promotions, registration); applied only to programs whereby Term Instructors are paid an hourly rate or flat fee This fee is not directly applied to programs whereby Term Instructors are paid by a revenue sharing percentage ratio. In these situations the RDN revenue sharing covers the cost of the administration fee.
3. Program staff may use the following three methods to establish program fees:
- a) Where the program is operated solely by the Recreation and Parks Department, the Programmers will calculate fees based upon a percentage recovery of direct program costs as outlined in Section 2.
 - b) When a company hired as a Term Instructor by the Department operates the program and program registrations are not expected to exceed \$5,000 in the calendar year, the Programmer may negotiate a revenue-sharing arrangement based on a percentage ratio guideline of revenue generated. Some direct program costs (e.g. rental fees) will be deducted from the gross revenue prior to a revenue split.
 - c) When the program is operated by a business, and hired as a Term Instructor by the Department and the program registrations are expected to exceed \$5,000 in the calendar year, the Programmer will either obtain a minimum of three quotations or tender a proposal for the program to obtain the best package available for the Department and the community.

NOTE: As the Regional District will recover all direct program costs through the method of costing a program as outlined in (b) and (c) above, the Programmer and Company will be free to develop program fees through the quotation/tender process that are in keeping with both the Commission’s service objectives and the Company’s business and cost recovery objectives.