

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 14, 2012
7:00 PM**

(RDN Board Chambers)

A G E N D A

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CALL TO ORDER

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12 - 13 **Don, Alberg, Dashwood Volunteer Fire Department**, re Upgrade/renewal of the Dashwood fire hall.

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COMMISSION, ADVISORY & SELECT COMMITTEE

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)(a) of the Community Charter the Board proceed to an In Camera meeting to consider land issues and Board appointments.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, JANUARY 10, 2012 AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	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
Alternate	
Director F. Pattje	City of Nanaimo
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director D. Brennan	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
J. Finnie	Gen. Mgr., Regional & Community Utilities
T. Osborne	Gen. Mgr., Recreation & Parks Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Hewitt	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Pattje to the meeting.

DELEGATIONS

Harold Sellers, Trails BC, re Trans Canada Trail.

Mr. Sellers provided a visual and verbal overview on the objectives of the Trans Canada Trail and opportunities which currently exist.

Don Gately, re Gabriola Gun Club.

Mr. Gately spoke about the negative impact the Club has had on his life.

Ode Howard, re Gabriola Gun Club.

Mr. Howard requested that the Board follow up with the Integrated Land Management Agency regarding the proper use and compliance of the lease.

Bruce Halliday, Port Theatre Society, re RDN Contribution to the Port Theatre Operations Budget.

Mr. Halliday presented a verbal overview of the Port Theatre and requested consideration of an annual cost of living increase to the contribution received from the Regional District of Nanaimo.

Kim Burden, Parksville & District Chamber of Commerce, re Funding for an Economic Development Assessment for the Oceanside Area.

Mr. Burden presented a visual and verbal overview of the Parksville & District Chamber of Commerce and requested that the Board match the federal funding via the Northern Regional Economic Development Committee at a cost of \$9,450.

MINUTES

MOVED Director Holme, SECONDED Director Bestwick, that the minutes of the regular Committee of the Whole meeting held November 8, 2011 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Gabriola Land Conservancy, re Cox Community Park.

MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence from Gabriola Land Conservancy regarding the Cox Community Park be received.

CARRIED

Debbie Comis, City of Parksville, re 2012 Council Appointments to the District 69 Recreation Commission, the Arrowsmith Water Service Management Board, and the Englishman River Water Service Management Board.

MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence from the City of Parksville regarding the 2012 Council Appointments for the District 69 Recreation Commission, the Arrowsmith Water Service Management Board and the Englishman River Water Service Management Board be received.

CARRIED

Laurie Gourlay, Mid Island Sustainability & Stewardship Initiative, re RDN Trans Canada Trail Route and Green Space.

MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence from Mid Island Sustainability & Stewardship Initiative be received.

CARRIED

Rob Steele, re Rerouting of the Trans Canada Trail.

MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence from Rob Steele regarding the Trans Canada Trail be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Bylaw No. 1651 – A Bylaw to Authorize Preparation of 2012 Parcel Tax Rolls.

MOVED Director Holme, SECONDED Director Bestwick, that the "2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012", be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that the "2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Bestwick, that the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2012 parcel tax review panel.

CARRIED

Bylaw No. 897.06 – A Bylaw to Include Electoral Area 'H' as a Participant in the Northern Community Transit Service.

MOVED Director Veenhof, SECONDED Director Lefebvre, that "Northern Community Transit Service Amendment Bylaw No. 897.06, 2012" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

2012 Proposed Budget Overview.

MOVED Director Bestwick, SECONDED Director Brennan, that the report on the proposed 2012 budget be received and the 2012 budget be further reviewed at a Special Committee of the Whole meeting on January 17, 2012.

CARRIED

Bylaw No. 1653 – A Bylaw to Establish a Cedar Community Policing Contribution Service.

MOVED Director McPherson, SECONDED Director Young, that the funding request from the Cedar Community Policing Office be supported commencing in 2012 subject to approval of Bylaw No. 1653.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that elector assent to establish annual funding in the amount of \$2,000 for the Cedar Community Policing Office from Electoral Area 'A', be obtained using the alternative approval process.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Cedar Community Policing Office Contribution Service Establishment Bylaw No. 1653, 2012" be introduced for first three readings and be forwarded to the Ministry of Community, Sport and Cultural Development for approval.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the attached Cedar Community Policing Office Contribution Service Elector Response Form be approved.

CARRIED

DEVELOPMENT SERVICES

BUILDING, BYLAW & EMERGENCY PLANNING

Appointment of Animal Control Officer.

MOVED Director Bestwick, SECONDED Director Brennan, that William Jonathan Mitchell of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER

Drinking Water and Watershed Protection Service Water Budget – Consultant Services Contract Award.

MOVED Director Brennan, SECONDED Director Anderson, that the Water Budget Project / Phase One — RDN Vancouver Island, be awarded to Waterline Resources Inc. for \$170,000.

CARRIED

WASTEWATER

Bylaw No. 975.57 – Pump & Haul Amendment Bylaw to Exclude Strata Lot 180, Block 526, Strata Plan VIS 4673, Cameron Lot District – 1556 Pady Place – Area 'F'.

MOVED Director Fell, SECONDED Director Bestwick, that the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.

CARRIED

MOVED Director Fell, SECONDED Director Bestwick, that the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.57, 2012" be introduced and read three times.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Regional Landfill Security Services Contract Award.

MOVED Director Ruttan, SECONDED Director Brennan, that the Board award the contract for security services at the Regional Landfill to Footprints Security for a period of three years commencing March 1, 2012 at a total cost of \$275,946.00.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Community Justice Select Committee.

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the District 69 Community Justice Select Committee meeting held Tuesday November 22, 2011 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that the 2012 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs remain the same as in 2011 (\$77,500).

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that a 2012 grant in the amount of \$5,943 for the Citizens on Patrol Society, District 69 be approved.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that a 2012 grant in the amount of \$1,450.38 for the Corcan Meadowood Residents Association be approved.

CARRIED

District 69 Recreation Commission.

MOVED Director Holme, SECONDED Director Bestwick, that the minutes of the District 69 Recreation Commission meeting held Thursday November 17, 2011 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Willie, that the request from the Town of Qualicum Beach to be a joint applicant hosting a BC Senior Games event be put in abeyance until the new appointments to the District 69 Recreation Commission and the new municipal councils of the Town of Qualicum Beach and the City of Parksville are in place.

CARRIED

MOVED Director Holme, SECONDED Director Anderson, that staff be directed to prepare a report with regard to the financial implication, including staff resources and the capital costs required to host the BC Senior Games, and to explore the possible financial assistance to host the event from the two municipalities of Parksville and Qualicum Beach and the provincial and federal governments.

CARRIED

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

MOVED Director McPherson, SECONDED Director Brennan, that the minutes of the Electoral Area 'A' Parks, Recreation & Culture Commission meeting held November 16, 2011 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Trans Canada Trail.

MOVED Director Young, SECONDED Director Kipp, that staff be directed to report back to the Board on the feasibility of constructing a pedestrian bridge over the Nanaimo River along the dedicated Trans Canada Trail route and work in partnership with Trails BC on this initiative including sourcing potential grant funding through Trans Canada Trail and Parks Canada.

CARRIED

Port Theatre Operations Budget.

MOVED Director Brennan, SECONDED Director Kipp, that staff be directed to report back to the Board on the request to consider an annual cost of living increase to the contribution to the Port Theatre.

CARRIED

Gabriola Gun Club.

MOVED Director Houle, SECONDED Director Pattje, that staff request an update from the Chief Firearms Officer and the Ministry of Forests, Lands and Natural Resource Operations, who are the lease holders, regarding the ongoing complaints associated with the Gabriola Rod, Gun & Conservation Club activities and that the staff report back to the Board.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Bestwick, that the meeting terminate.

CARRIED

TIME: 9:00 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GMR&PS	
GMDS		GMT&SW'S	
GMF&IS		GMR&CS	
JAN 17 2011			
SMCA		BOARD	<input checked="" type="checkbox"/>
CHAIR		<i>Correspondence</i>	

January, 13 2012

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



Re: Investment in Creative Economy, Film and New Media

Dear Regional District Chair Stanhope and Board Directors;

The ongoing work of the Island North Film Commission (INfilm) continues to promote your community and others on Vancouver Island to a global creative industry that maintains its financial strength despite current economic challenges.

Film production has been and will remain a key function of our operation as the industry matures and evolves. INfilm has kept up with the ever-accelerating pace of change. The Nanaimo Regional District can continue to benefit in the future by investing with INfilm, as we continue to provide a leadership position in this rapidly changing industry.

The Role of a Regional Film Commission; Balancing Act - Then and Now

Our role in the film industry has been about locations. This is the commodity we were selling – constantly trying to set ourselves apart from other regions by profiling our diversity, our splendid landscapes or wide variety of architecture.

Locations are still important but are now only one segment of a complex, sophisticated and often baffling puzzle, reflecting the drastic changes in the industry and the global economy. In the past we were more aligned with tourism or arts and culture. Not surprisingly, we are now more aligned with economic development and a growing creative economy.

Film Commissions are expected to be experts in:

- Tax and other incentive schemes,
- Film financing – debt, equity investments – gap financing, bridge loans
- production and postproduction
- all things digital
- visual effects, animation, 2D/3D, gaming, interactive, simulation, visualization, new distribution platforms.

Film Commissions are increasingly involved with:

- Education – as it connects to career pathways and job creation
- The creation of indigenous industries

Maybe the biggest change for regional commissions is creating their own industry. From identifying a local crew base, promoting local business and services, to financing, digital media facilities, soundstage facilities....to capture and become a viable, sustainable industry in their area.

As a true community resource, INfilm is comprised of a Board of Directors that represents a broad range of communities and regional Districts including active First Nations partners. As such, there are a number of benefits to the larger community.

- Economic Diversification – Business attraction for creative industries and new media, and First Nations economic development.
- Tourism – opportunity to market a unique locations and communities globally to attract a wide array of visitors looking to experience what they have seen on the screen.
- Opportunity to demonstrate local talent in creative industries and the continued promotion of skill development and associated program development to match future human resource needs of employers.

We are in a time when the basic economic components of many communities in our region are reinventing themselves, whether they are based in natural resources, agriculture or manufacturing. The need to diversify our economies is the reason behind dramatic change as governments worldwide compete to capture a piece, large or small, of the film and media industries. Capturing a piece of the industry means something completely different than it did 10 – 15 years ago.

The Future:

Vancouver Island and the Sunshine Coast is at a crossroads with a 21st Century entertainment industry. British Columbia is on the leading edge of the digital entertainment revolution with the convergence of film & television production, visual effects and interactive media.

By leveraging on the combined strengths of these industries, Vancouver Island and the Sunshine Coast is in a position to capitalize on the new opportunities arising from convergence.

Credibility is Essential:

INfilm has a reputation within the industry as the gatekeeper to the region. Our credibility rests with our experience, knowledge and understanding. We deal with issues such as intellectual property rights, confidentiality agreements, production company publicist constraints and contact with the myriad of potential supporting industries. We focus our activities to *facilitation with*, as opposed to *promotion of* particular productions.

Governance:

The volunteer Board of Directors represents a geographically wide selection of communities on the Island and the Sunshine Coast. It is required that all members of the Board have no vested personal or business interest in film or media production and no personal conflict of interest.

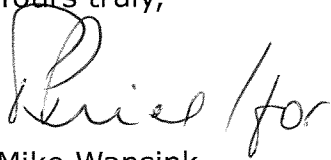
Invest:

In 2011 INfilm serviced **31** productions with a regional economic impact of approximately **\$1.9 million** in direct economic benefits . We are forecasting another strong year with productions already gearing up to film on location throughout the region. We are requesting that the Nanaimo Regional District include a financial investment of \$40,000 in INfilm in your 2012 budget.

We appreciate the leadership shown by the communities and regional districts who have and continue to recognise the strength of a collaborative regional investment and encourage all other communities and regional districts to consider becoming partners in the attraction and growth of this viable economic driver.

Island North Film Commission Board invites each community and regional district to participate in a "**Regional Film Forum**" Friday, February 17th at the Qualicum Beach Civic Centre 1:00 pm to 3:00 pm. This forum will include a panel of key industry Producers and Location Managers who provide an overview of filming on location. Our staff and Directors will be on-hand to discuss forging a stronger relationship. Personal invitations will be sent out to each Mayor, Councillor or Director, and we encourage you all to mark this date on your calendar.

Yours truly,



Mike Wansink,

President, INfilm - Qualicum Beach

2012 Board

Stephanie Tipple, Vice President - Campbell River

Marsha Foster, Secretary / Treasurer - Comox Valley

Kathy Campbell, Director at Large - Comox Valley

Lillian Hunt, Director at Large - Alert Bay

Geoff Lyons, Director at Large - Ucluelet

Paul Galinski, Director at Large - Powell River

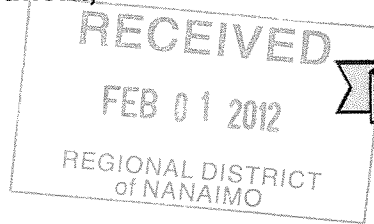
Glenn Wong, Regional Liaison - Alberni Clayoquout Regional District

A hard copy of this letter will also be mailed out.

For more information call INfilm at (250) 287-2772 or email film.info@infilm.ca

Dashwood Volunteer Fire Department,

230 Hobbs Road,
Qualicum Beach,
B. C. V9K 2B2



Phone: 250 – 752.5434 Fax: 250 – 752.0863 E mail: admin@dashwoodvfd.org

January 31, 2012

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

RDN REPORT	
CAO APPROVAL	
EAP	<input type="checkbox"/>
COW	<input checked="" type="checkbox"/>
FEB 06 2012	
RHD	<input type="checkbox"/>
BOARD	<input type="checkbox"/>

Dear Board of Directors,

Re: Upgrade/renewal of the Dashwood fire hall

The Board of the Dashwood Fire Protection Society undertook preliminary planning work over the course of 2002 to 2003 which would have resulted in some seismic upgrading and the addition of about 4,000 sq ft. of administrative and training space to the main Hobbs Rd. firehall. Completion of that work was deferred when the department became involved in the development of a new firehall to serve residents in the Meadowood Way neighbourhood. The Dashwood Fire Protection boundaries were subsequently expanded and the department now operates the two firehalls on behalf of residents within portions of Electoral Areas F, G and H.

In 2008 the Regional District undertook a seismic survey of all of the Regional District's rural firehalls and the general conclusion was that all of the firehalls required seismic upgrading, with the Dashwood firehall listed as one of three at most risk in the event of an earthquake. The report also noted numerous operational deficiencies including inadequately sized door openings, crowding and lack of separation of workshop and personal protective gear from vehicle parking as well as considerable crowding of training and administrative spaces.

While some training and meetings take place in the smaller Meadowood Way firehall, the primary administrative center is the Hobbs Rd. firehall. The Hobbs Rd. firehall no longer meets the demands of a much larger volunteer firefighting force and the increased training and administrative duties for those volunteers.

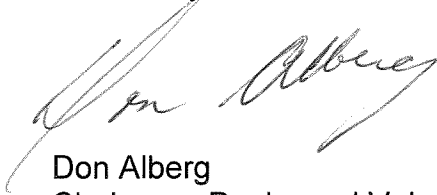
The Board of the Dashwood Fire Protection Society met recently with Regional District staff to discuss options with respect to the Hobbs Rd. firehall building. The Society members outlined the history of the Meadowood firehall, whose cost is being assessed

only to properties within that neighborhood. The intent was that the new Meadowood firehall be no additional capital cost to existing Dashwood taxpayers. Similarly, the Society Board requests that any costs to significantly upgrade the Hobbs Rd. firehall be assessed only to taxpayers within the original Dashwood fire protection boundaries.

In discussing options regarding upgrading versus replacement, Society members and staff agreed that at this time there is not enough detailed information available to make a conclusive recommendation on either an upgrade or a full replacement of the building. The Dashwood Fire Protection Society is writing to seek support from the Regional District Board to have staff work with the department to undertake the necessary review to establish a direction for seismically and operationally improving the Hobbs Rd. firehall. The Society supports and recommends using reserve funds which have been set aside for this purpose to carry out this work.

We look forward to working with the Regional District to bring this project to a positive conclusion.

Yours truly

A handwritten signature in cursive script, appearing to read "Don Alberg". The signature is written in black ink and is positioned above the printed name and title.

Don Alberg
Chairman, Dashwood Volunteer Fire Department

cc Joe Stanhope, Chair and Director Electoral Area G
Bill Veenhoff, Director Electoral Area H
Julian Fell, Director Electoral Area F



RDN REPORT		
CAO APPROVAL <i>(Signature)</i>		
EAP	<input type="checkbox"/>	
COW	<input checked="" type="checkbox"/>	
FEB 09 2012		
RHD	<input type="checkbox"/>	
BOARD	<input type="checkbox"/>	
		DATE:

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: February 8, 2012

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

FILE:

SUBJECT: 2012 to 2016 Financial Plan

PURPOSE:

To present an update on amendments to the 2012 proposed budget and an outline of the proposed 2012 to 2016 financial plan.

BACKGROUND:

2012 Proposed Budget:

The Board reviewed the preliminary 2012 budget on January 10th. In a subsequent Special Committee of the Whole meeting held on January 17 a number of changes were recommended which are summarized below:

Additions:

Port Theatre Contribution	\$ 1,632	Cost of living increase to annual grant
Regional Parks	\$ 20,000	Nanaimo Area Land Trust operating grant
	\$ 10,000	Mid Vancouver Island Guardians of the Estuary – goose control program (three Year commitment)
Emergency Preparedness	\$ <u>10,000</u>	Maintain reception centre generator installation plan
<i>Additions</i>	<u>\$ 40,632</u>	

Reductions:

Electoral Area Administration	(\$ 20,000)	Remove toilet rebate program funds
Community Planning	(\$ 6,000)	Defer printer replacement
Water Services	(\$ 30,180)	Defer support vehicle replacement
	(\$ 10,000)	Defer building renovations
Wastewater Services	(\$ 15,000)	Defer small equipment purchases (Nanaimo)
	(\$ 51,100)	Reduce contribution to reserve fund (Nanaimo)
	(\$ 10,000)	Defer building painting (French Creek)
	(\$ 36,845)	Reduce manhole inspection program (French Creek)

Recreation & Parks	(\$ 11,500)	Defer small equipment purchases (Oceanside Place)
	<u>(\$ 11,495)</u>	Reduce contribution to reserve fund (Ravensong Aquatic Centre)
<i>Reductions:</i>	<u>(\$202,120)</u>	

Adjustments following year end wrap up:

Electoral Area Administration	\$ 10,000	Unexpected legal fees
Other services	<u>(\$ 45,091)</u>	
Current Adjustment to Property Tax Revenues	<u>(\$196,579)</u>	

The adjustments above result in overall 2012 property tax revenues of \$38,219,425 versus the earlier total of \$38,416,004. The current profile of changes to general services property taxes in 2012 are as follows:

New Service Levels	2.9%
Other Jurisdictions	0.5%
Existing Services	<u>2.7%</u>
Year over Year Change	<u>6.1%</u>

Appendix A is the revised list of tax requisitions for 2012. Appendices B, B-1 and B-2 provide a revised snapshot of member's participation in the proposed 2012 budget.

FINANCIAL PLAN OVERVIEW:

Appendix C

This schedule is the consolidated financial plan for the Regional District of Nanaimo. Property tax revenues are forecast to increase by 6.0% in 2012, 5.3% in 2013, 5.7% in 2014, 5.6% in 2016 and 5.6% in 2016 resulting in consolidated tax revenues of \$47.4 million in 2012.

The Regional District's most recent census population count stands at 146,574 residents. On a per capita basis the increase between 2012 and 2016 averages \$12.50 per resident per year or a total of \$62.50 per resident over the five year plan. This financial statistic is provided only for general reference purposes. It is important to remember that there are many taxpayer profiles in the Regional District because of the different set of service applicable in a member jurisdiction. As noted above, the consolidated increase in 2012 is estimated at 6.1%. However, referring to Appendices, B, B-1 and B-2 the results vary widely from an 8.1% increase in the City of Nanaimo to a 2.7% increase in Electoral Area G.

Operating expenditures across the Regional District total \$63.7 million in 2012 (Total Operating Expenditures excluding Debt Interest and Contributions to Reserves). Capital expenditures funded from operations will be approximately \$5.5 million. In future years, capital expenditures funded from operations declines because major upgrades and expansions at the two regional wastewater treatment plants will be funded from long term borrowing.

The profile of revenues in 2012 and 2016 for Regional District operations is projected as follows:

	2012	% of Total	2016	% of Total
Property tax revenues	\$38.2M	38%	\$47.4M	37%
Operating revenues	\$31.9M	32%	\$34.8M	27%
Use of Reserve Funds	\$17.8M	18%	\$7.4M	6%
Long Term Debt	\$4.9M	5%	\$32.2M	25%
Interdepartmental recoveries	\$6.0M	6%	\$6.3M	5%
Grants and other (Capital)	\$1.1M	1%	\$0.0M	0%
Total sources of revenue	\$99.9M		\$128.1M	

The Regional District has been designated to receive \$7.4 million from the Federal Gas Tax Program administered by the UBCM. Before applying those funds to specific projects, staff have been waiting the outcome of separate applications to UBCM for non-designated funds. Grant approvals have been announced and staff will be bringing further recommendations to the Board for approval in the near future. It is expected that some of the designated gas tax funds will reduce amounts which are currently identified as long term debt in this proposed financial plan. The financial plan can be amended to reflect this new funding at any time.

The remainder of this report will touch on highlights of the financial plan in each operating division as well as a selection of departmental budgets which broadly affect taxpayers in the Regional District.

Corporate Services

Appendices D, D-1

The Corporate Services division oversees general government administration, E911 services and fire/rescue services. Appendix D is the financial plan summary for this division and Appendix D-1 is a summary of the individual tax requisition forecast over the next five years.

The two main sources of revenue for this division are property taxes and interdepartmental recoveries. Miscellaneous revenue in this division represents billings to municipal members for debt servicing costs which flow through the Regional District on their behalf. Over the course of this plan horizon, property tax revenues for this division are projected to increase by 4.8%, 5.0%, 5.4%, 5.6% and 3.1%.

Excluding the fiscal transfer for municipal debt, the profile of revenue support to Corporate Services for 2012 and 2016 is projected as:

	2012	% of Total	2016	% of Total
Property tax revenues	\$6.4M	44%	\$7.7M	45%
Operating revenues	\$0.2M	2%	\$0.3M	2%
Use of Reserve Funds	\$0.6M	4%	\$0.3M	2%
Long Term Debt	\$3.6M	24%	\$4.6M	26%
Interdepartmental recoveries	\$3.9M	26%	\$4.2M	25%
Grants and other (Capital)	\$0.0M	0%	\$0.0M	0%
Total sources of revenue	\$14.7M		\$17.1M	

Appendix D-2

Corporate Administration: The tax requisition for this section is projected to increase approximately 4% annually. The tax requisition is intended to cover the costs of supporting the Board's legislative duties, remuneration and corporate communications activities. The expenditure budget for legislative services is \$988,190 in 2012. Under this proposed plan the tax requisition will be \$922,205 by 2016 closely matching the expenditures for legislative services. The remainder of Corporate Administration costs are recovered through interdepartmental charges for shared support services including the Chief Administrative Officer, Human Resources, Information Technology, Geographic Information Services, Financial Services and the Energy & Sustainability departments.

The plan includes a potential staff position in the Financial Services section beginning in 2013 to meet increased requirements for financial reporting on capital assets, carbon taxes and carbon neutrality.

Major capital expenditures include investigating and implementing a common platform for recording asset purchases and replacements, new budgeting software which will allow the financial plan work to be recorded in a common database easily accessible to all employees and a potential replacement of the current general ledger/payroll software with a more feature rich platform able to handle increasingly complex payroll and project accounting tasks. Corporate Administration capital also covers ongoing replacement and upgrades of central server computer equipment which is forecast at an average of \$97,000 annually.

Appendix D-3

Electoral Areas Administration: This budget covers the costs of Electoral Area Director remuneration allowances, computer and telephone equipment allowances, dues and attendances for Electoral Area Directors at the UBCM, AVICC and FCM annual conferences, local government elections and building policy and advice administrative costs.

The requisition for this service is projected to rise from \$324,520 in 2012 to \$457,370 in 2016.

This budget receives revenue support in the form of transfers from Building Inspection services to offset some of the administrative costs of providing inspection services. As a result this budget is subject to some exposure to the performance of the building market. \$158,000 is budgeted to be transferred from Building Inspection services annually (2013 - \$198,000).

Expenditures for Electoral Areas Administration rise by about \$40,000 every three years which is the approximate cost of running local government elections for Electoral Area directors. The next election cycle occurs in 2014.

Development Services

Appendices E, E-1

The Development Services division oversees Building Inspection services, Electoral Area Community Planning, Regional Growth Management, Emergency Planning and Bylaw Enforcement services. Appendix E is the financial plan summary for this division and Appendix E-1 is a summary of the individual tax requisition forecast over the next five years.

Over the course of the plan horizon total property tax revenues for this division are projected to increase by 11.0%, 6.0%, 6.0%, 6.0% and 4.3%. The increase in 2012 is the result of two Economic Development Services which are new this year. The Southern Community Economic Development Service will raise \$125,000 and the Northern Community Economic Development Service will raise \$50,000 to support initiatives aimed at improving the profile of the region's communities to commercial enterprises.

The profile of revenue support to Development Services for 2012 and 2016 is projected as:

	2012	% of Total	2016	% of Total
Property tax revenues	\$2.3M	55%	\$2.9M	64%
Operating revenues	\$1.2M	29%	\$1.3M	30%
Use of Reserve Funds	\$0.0M	0%	\$0.0M	0%
Long Term Debt	\$0.0M	0%	\$0.0M	0%
Interdepartmental recoveries	\$0.2M	4%	\$0.2M	4%
Grants and other (Capital)	\$0.5M	12%	\$0.1M	2%
Total sources of revenue	\$4.2 M		\$4.5M	

Appendices E-2, E-3

Requisition changes for Electoral Area Community Planning and Regional Growth Strategy services, reflect the gradual application of current accumulated operating surpluses. Staff have applied the accumulated surplus as evenly as possible over the next five years to achieve a relatively flat line tax rate increase. If the 2012 requisition increase was reduced from 4.0% to 2.5% for example by 2014 an additional \$52,540 dollars would be required to balance the budget, resulting in a 9.8% increase in 2014 versus the 6.0% forecast.

Operating expenditures are projected at mostly no change over the plan horizon with the exception of wages and benefits which reflect the current collective agreement and an assumption of modest increases after 2013. There are no new staff positions or other program changes projected up to 2016 at this time.

Appendix E-4

Building Inspection services are entirely funded by permit fees and there is no tax requisition.

Revenue growth in 2011 was better than forecast however staff remain cautious for 2012 in the face of continuing economic uneasiness. Revenues in future years are projected to increase at 3.0% (general market growth), 6.0% (general market growth and permit fee increase), 5.8% (general market with prior year new fees) and 3.0% (general market growth). The year 2015 has the most risk attached to it given a fee increase is forecast for the previous year and so will require careful monitoring. The department was able to set aside from the positive 2011 year end results \$185,000 in an operating reserve to be available should market conditions deteriorate unexpectedly in the future.

Appendix E-5

Emergency Planning: This department coordinates training for selected staff who would be called upon to activate an Emergency Operations Center (EOC) in the event of a disaster, researches and recommends policies and procedures for specialized response requirements (ie. mass animal carcass disposal), maintains a hazard vulnerability inventory and advises on implementation actions regarding the management of interface fire hazards. The department is responsible under provincial legislation to establish reception centres which direct residents to emergency resources in the event of a disaster. Additionally the department develops neighbourhood capacity to respond to emergency events.

The proposed financial plan for this service projects an increase in 2012 of 11.9% and annual increases of 5.5% to 2016.

At this time the two main drivers of expenditures are plans to complete installation of backup generators at rural reception centres and increase costs to oversee volunteers who participate in the Emergency Social Services (ESS) and Neighbourhood Emergency Preparedness (NEP) programs. Managing volunteers over the distances involved in rural areas has been very challenging. Many jurisdictions have established regularly paid contract coordinators to provide leadership continuity and this is a model under consideration for the Regional District of Nanaimo.

The plan also accounts for a major EOC exercise every five years with the next event scheduled in 2014. The estimated cost is \$50,000 which is typically offset by a 50% grant from the Provincial Emergency Program (PEP).

Recreation & Parks – Appendices F and F-1

Appendices F, F-1

The Recreation & Parks department generates external revenues from its operations. Over the course of the 2012 to 2016 plan total property tax revenues for this division are projected to increase by 5.0%, 4.0%, 3.8%, 3.4% and 3.0%.

The profile of revenue support to Recreation & Parks Services for 2012 and 2016 is projected as:

	2012	% of Total	2016	% of Total
Property tax revenues	\$9.1M	72%	\$10.5M	83%
Operating revenues	\$2.0M	16%	\$1.6M	13%
Use of Reserve Funds	\$1.0M	8%	\$0.5M	4%
Long Term Debt	\$0.0M	0%	\$0.0M	0%
Interdepartmental recoveries	\$0.03M	0%	\$0.03M	0%
Grants and other (Capital)	\$0.5M	4%	\$0.0M	0%
Total sources of revenue	\$12.6M		\$12.6M	

Appendix F-2

Ravensong Aquatic Centre: Requisitions are projected to be relatively flat at approximately 3% annually. Rates for pool rentals and admissions are reviewed annually and at this time the forecast assumes 3% increases in rates as has been the pattern over the last few years. This level of revenue increase will result in a balanced budget.

Major capital improvements were completed over 2010/2011 and therefore relatively little capital is projected over the next five years. There are no anticipated staff or program changes.

Appendix F-3

Oceanside Place: This facility is about 10 years old and short lived asset replacements are expected to result in increased maintenance costs. Additionally the facility faces risks from rising energy costs. Building Operations and Vehicle & Equipment Operations expenditures are forecast to increase at 1% annually.

Revenues at Oceanside Place were affected in 2010 by the reduction in Provincial gaming grants for minor hockey leagues, however, 2011 results have improved. Rates for ice rentals and admissions are reviewed annually and at this time the forecast assumes 3% increases in rates as has been the pattern over the last few years. This level of revenue increase will result in a balanced budget.

The capital plan for Oceanside Place totals \$782,305 up to 2016. Significant items to be replaced over the next five years include lamps and lighting fixtures (\$190,000), HVAC units (\$35,000), dehumidifiers (\$100,000), a new Zamboni machine (\$100,000) and the ice plant itself (\$100,000). Debt payments on this facility will not be completed until 2023 leaving a considerable period of time before there is an opportunity within the existing budget envelope to increase contributions to capital reserves.

Appendix F-4

Northern Community Recreation: This is the operating department responsible for developing and delivering most of the recreation programs in District 69. The department also oversees special purpose contracts with societies in Electoral Areas F (Coombs Hilliers/Errington) and B (Gabriola Island) which offer direct local programming. In Electoral Area A the department manages a separately funded recreation and culture service for residents in Cedar/Yellowpoint.

The requisition for Northern Community Recreation includes a share of costs for operating municipal sportsfields which is paid for by the Electoral Area members funding this service.

Operating expenditures for this department total approximately \$1.2 million annually with a further \$245,000 for sportsfield cost sharing. Wages & benefits account for 53% of the budget while other direct program costs account for 26% of expenditures. Revenues for the department have declined somewhat in recent years due to changing demographics. Program rates are reviewed annually and at this time the forecast assumes 3% increases as has been the pattern over the last few years. This level of revenue increase will result in a balanced budget.

Regional & Community Utilities

Appendices G, G-1

Regional & Community Utilities manages services as diverse as wastewater treatment facilities, water- and sewer utility systems and street lighting. This division is supported by a combination of property taxes and user fees. Over the course of the plan horizon property tax revenues for this division are projected to increase by 4.5%, 6.4%, 5.9%, 5.8%, 8.7%.

The profile of revenue support to Regional & Community Utilities for 2012 and 2016 is projected as:

	2012	% of Total	2016	% of Total
Property tax revenues	\$12.5M	39%	\$16.2M	31%
Operating revenues	\$1.9M	6%	\$1.8M	3%
Use of Reserve Funds	\$15.4M	48%	\$5.2M	10%
Long Term Debt	\$1.2M	4%	\$27.6M	53%
Interdepartmental recoveries	\$0.8M	2%	\$0.8M	3%
Grants and other (Capital)	\$0.2M	1%	\$0.0M	0%
Total sources of revenue	\$32.0M		\$51.6M	

Appendix G-2, G-3

Wastewater Services: The Nanaimo wastewater treatment plant will undergo significant capital improvements over the next five years, culminating in completion of an expansion and upgrade to secondary treatment in 2015. The projected cost for this project is \$61 million. Funding for the capital plan is forecast to be provided by using \$42.0 million from a combination of general reserves and Development Cost Charges collections, with the remainder financed by long term debt (\$39.7 million).

The Southern Community plan forecasts annual increases of 4.0%, 6.0%, 6.0%, 6.0% and 14.5%. This level of funding will allow approximately \$2 million annually to be set aside as reserves, reducing long term borrowing.

The next expansion and upgrade of the Northern Community wastewater treatment plant will take place beginning in 2016 with completion targeted for 2017. The anticipated cost for the expansion is \$32 million. The requisition for this plant also increases at 6.0% annually providing room to set aside approximately \$1 million annually into capital reserves to reduce long term borrowing.

The risks to the plans for both of these plants include slower development and lower DCC revenues. Moving the projects further into the future provides more time to collect Development Cost Charges however, there will be a limit to deferring construction as without the expansions and upgrades, further development cannot take place.

Appendix G-4, G-5

Nanoose Bay and French Creek Bulk Water: The Regional District participates in two joint ventures to build and operate a sub-regional bulk water system for the City of Parksville, Town of Qualicum Beach, Nanoose Bay peninsula in Electoral Area E and portions of French Creek in Electoral Area G. The next

stage of developing the water storage and supply system will be cost shared between the City of Parksville and the two RDN service areas. An intake on the Englishman River, a treatment plant and storage reservoirs are being designed with construction anticipated by 2015/2016. Total costs are estimated at \$37.5 million with the Regional District's service area share at \$9.75 million. The Nanoose Bay forecast indicates annual increase of 4.0% after 2012, while the French Creek forecast is 3.0% annually. The Nanoose Bay requisition increase is somewhat higher because its share of the future costs is higher and it is retiring additional debt incurred to build a bulk water distribution line built on the peninsula in 2003.

Transportation Services and Solid Waste Management

Appendix H, H-1

The Transportation and Solid Waste Management division generates approximately 60% of the total operating revenues reported in the overall Regional District budget. Over the course of 2012 to 2016 total property tax revenues for this division are projected to increase by 10.7%, 13.1%, 5.0 % and 5.0%. The tax requisition increases occur under the Transportation Services section as the Solid Waste Management Service is almost entirely supported by landfill tipping fees and garbage & recycling user fees.

The profile of revenue support to Transportation and Solid Waste Management for 2012 and 2016 is projected as:

	2012	% of Total	2016	% of Total
Property tax revenues	\$7.8M	25%	\$10.0M	26%
Operating revenues	\$21.3M	68%	\$25.4M	67%
Use of Reserve Funds	\$0.7M	2%	\$1.5M	4%
Long Term Debt	\$0.0M	0%	\$0.0M	0%
Interdepartmental recoveries	\$1.1M	4%	\$1.0M	3%
Grants and other (Capital)	\$0.3M	1%	\$0.0M	0%
Total sources of revenue	\$31.2M		\$37.9M	

Appendix H-1

Transportation Services: The current Transit Business Plan which covers the period to 2018 has an ambitious goal of doubling transit ridership over that period. While the financial plan includes the expansions outlined in the business plan, the timing of the expansions is dependent on partnership funding from BC Transit.

Property taxes supporting public transit will increase as a result of the assumed service expansions in each year of the five year forecast. Both the Southern and the Northern service budgets forecast property tax increases in excess of 6% annually.

The financial plan is based on expansions of 5,000 hours annually at a cost of approximately \$600,000. 90% of expansion hours are expected to be distributed to the Southern Community service area and 10% to the Northern Community service area, with the exception of 2013 when 3,500 hours is anticipated for District 69 and 1,500 for District 68.

Funding for transit is generally recorded in the plan as:

Property taxes	44%
Transit fares	25%
BC Transit cost sharing	31%

Capital for the transit system is largely shop related equipment and support vehicles because BC Transit owns the buses and the Regional District pays an annual lease fee. The Transit facilities have also been recently completely upgraded so no major building items will be required for some years. Capital improvements are forecast however to improve exchange locations within the City of Nanaimo. A new downtown area exchange (\$2.7 million) and upgrades at Country Club Mall (\$500,000) are anticipated in 2014 if BC Transit can approve its share of the funding. It is expected that borrowing will be required to participate in a downtown exchange project.

Appendix H-4, H-5

Solid Waste Management: The Regional Landfill/Church Rd. Transfer station operations generate over \$8 million annually from disposal fees. As a result there is a very small tax requisition for this service in the amount of \$342,035.

The landfill operation is capital intensive. Over the next two years a nature park will be developed on a portion of the closed landfill which will eventually be opened to the public. As part of the long term extension of the use of this site, a berm will be constructed along the north face of the site requiring currently sited administration/equipment maintenance buildings to be relocated. The capital plan up to 2016 is forecast at a cost of \$12.4 million. Reserves on hand should cover approximately \$9.5 million. If borrowing is required the Regional District has the authority to proceed directly to securing long term debt under the Waste Management Act.

The Regional District has an agreement with a private business located on the landfill site, to use methane gas from the landfill as a source of electricity and eventually, to generate revenues by transferring electricity back to the grid. The financial plan includes \$100,000 in new revenues commencing in 2014.

Residential Garbage Collection & Recycling: Residential food waste, garbage and recyclables curbside collection is entirely funded by direct billed user fees. The 2012 fee is proposed at \$134.00 (net of prompt payment discount) per household. Currently, the Regional District oversees a contract for collection services in the City of Parksville, Town of Qualicum Beach (partial service), District of Lantzville and the region's seven electoral areas. The City of Nanaimo offers similar collection services directly to its residents but works closely with the Regional District on solid waste reduction and recycling programs.

User fees under this program are projected to rise by 9.0% in 2012 consistent with the full implementation of a new contract authorized in 2011. Rates are forecast to rise at 7.5%, 3.1%, 3.0% and 3.0% over 2013 to 2016 to maintain a balanced budget for this service.

ALTERNATIVES:

1. Receive the report on the revised 2012 budget and proposed 2012 to 2016 financial plan and direct staff to prepare the financial plan bylaw on that basis.

2. Recommend further adjustments to the 2012 budget and/or the 2012 to 2016 financial plan and direct staff to prepare the financial plan bylaw on an amended basis.

FINANCIAL IMPLICATIONS:

Alternative 1

As noted above total tax revenues are forecast at \$47.4 million dollars by 2016. This represents an average increase of consolidated tax revenues of approximately 5.6% annually. The financial plan includes the impacts of commencing major expansions and upgrades at the Nanaimo and French Creek wastewater treatment plants, further development of bulk water infrastructure under the Englishman River Joint Venture, re-development of portions of the landfill site on Cedar Rd in Nanaimo as a nature park and annual expansions of transit services.

The capital plans for all departments in the Regional District total upwards of \$154 million. The plans presented here attempt to strike a balance between taxation and the cost of debt financing of infrastructure. In this financial plan, approximately \$71 million dollars will have been accumulated through property taxes and set aside as reserves – fully 50% of the total required in the next five years.

Each cycle of five year plans brings more certainty on costs as well as on the specific timing for major projects. Staff believe the 2012 to 2016 financial plan is accurate and realistic and provides the Board with a strong planning document for evaluating alternatives and opportunities which may present themselves over the next five years.

Further amendments to the financial plan must be approved and adopted no later than March 27, 2012 to meet our statutory deadline.

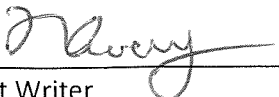
SUMMARY/CONCLUSIONS:

The 2012 proposed budget has been amended as previously recommended, as well as for the finalization of 2011 operating results.

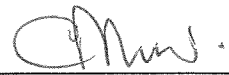
This report has attempted to outline in general terms what will drive the work of the Regional District over the next five years. At this time, staff have no further recommendations with respect to the 2012 budget or the financial plan and recommend that the plan presented here form the basis for a bylaw adopting the financial plan on March 27, 2012.

RECOMMENDATION:

1. That the Board receive the report on the 2012 budget as amended and the 2012 to 2016 financial plan and direct staff to prepare the financial plan bylaw on that basis.



Report Writer



C.A.O. Concurrence



Summary of Tax Revenues/Municipal Participation Agreements

	2011 Annual	2012 Original Proposed	2012 Updated
CORPORATE SERVICES			
Corporate Administration	757,985	788,305	788,305
House Numbering	21,500	21,500	21,500
Electoral Areas Admin/Building Policy & Advice	313,000	334,520	324,520
Lantzville Service Participation Agreement	14,962	16,078	15,985
General Grants In Aid	57,498	65,660	64,053
Southern Restorative Justice/Victim Services	10,000	10,000	10,000
Northern Community Justice	77,500	77,500	77,500
Electoral Area A - Community Policing Office	0	2,000	2,000
Feasibility Studies/Referendums	15,570	0	0
	1,268,015	1,315,563	1,303,863
DEVELOPMENT SERVICES			
Electoral Area Community & Long Range Planning	1,269,985	1,332,835	1,320,485
Regional Growth Strategy	358,985	398,000	393,000
Emergency Planning	204,300	218,605	228,605
Lantzville Service Participation Agreement	18,172	18,962	19,578
District 68 Search & Rescue	27,000	27,000	27,000
Economic Development - Southern Community	0	118,891	118,891
Economic Development - Northern Community	0	39,906	39,906
Bylaw Enforcement			
Animal Control - Area A ,B,C,Lantzville	57,950	60,560	60,560
Animal Control Area E,G,H	77,690	80,025	79,630
Animal Control Area F	72,055	31,055	31,055
Hazardous Properties	6,850	6,990	6,990
Unightly Premises	5,970	6,270	6,270
Noise Control	31,944	40,150	40,150
	2,130,901	2,379,249	2,372,120
RECREATION & PARKS			
Ravensong Aquatic Centre	2,298,535	2,367,495	2,356,000
Oceanside Place	1,581,985	1,653,175	1,641,675
Northern Community Recreation	858,955	915,815	915,815
Gabriola Island Recreation	88,195	90,695	90,400
Area A Recreation & Culture	105,100	125,390	125,390
Port Theatre/Cultural Centre Contribution	77,130	77,270	78,902
Regional Parks- operating	892,875	941,590	971,590
Regional Parks - capital	748,704	816,770	816,770
Electoral Areas Community Parks	779,385	833,625	822,190
	7,430,864	7,821,825	7,818,732
REGIONAL & COMMUNITY UTILITIES			
Southern Wastewater Treatment	4,407,075	4,649,464	4,583,364
Northern Wastewater Treatment	3,134,260	3,304,190	3,265,749
Liquid Waste Management Planning	151,500	151,000	151,000
Drinking Water Protection	378,000	381,614	381,614
	8,070,835	8,486,268	8,381,727
TRANSPORTATION & SOLID WASTE SERVICES			
Southern Community Transit	6,079,745	6,665,345	6,665,345
Northern Community Transit	725,570	791,360	791,360
D69 Custom Transit (Area H)	0	12,500	12,500
Descanso Bay Emergency Wharf	5,465	5,575	5,575
Solid Waste Management & Disposal	335,325	342,035	342,035
	7,146,105	7,816,815	7,816,815
GENERAL TAXATION FOR OTHER JURISDICTIONS			
SD 68 Emergency 911	83,455	107,895	107,895
SD 69 Emergency 911	535,175	540,530	535,175
Southern Community Recreation	1,012,140	1,043,000	1,043,000
Northern Community Sportsfield Agreement	233,950	245,085	245,085
Vancouver Island Regional Library	1,557,020	1,650,130	1,650,130
	3,421,740	3,586,640	3,581,285
GENERAL SERVICES PROPERTY TAX REVENUES			
	29,468,460	31,406,360	31,274,542
		6.6%	6.1%
LOCAL SERVICE AREA TAX REVENUES			
Duke Point Wastewater Treatment	159,915	177,185	177,185
Northern Community Wastewater -other benefitting areas	641,745	698,375	689,971
Fire Protection Areas	2,686,805	2,851,335	2,835,685
Streetlighting Service Areas	75,511	75,185	75,185
Stormwater Management	9,000	9,000	9,000
Utility Services	3,001,045	3,198,564	3,157,857
	6,574,021	7,009,644	6,944,883
NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS			
	36,042,481	38,416,004	38,219,425
		6.6%	6.0%

**2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2011 Budget		2012 Proposed		Change from 2011		Changed Service Levels	Other Jurisdictions	Existing Service Levels	
City Of Nanaimo Regional Parcel Taxes Regional Parks Drinking Water/Watershed Protection	12,028,708	\$11.00	13,001,509	\$12.00 \$3.00	972,801	8.1%	743,767	6.2%	229,034	1.9%
District of Lantzville Regional Parcel Taxes Regional Parks	644,388	\$11.00	663,217	\$12.00	18,829	2.9%	(16,242)	-2.5%	19,539	3.0%
City Of Parksville Regional Parcel Taxes Regional Parks Drinking Water/Watershed Protection District 69 Community Justice	3,777,160	\$11.00 \$3.27	3,908,135 (see note)	\$12.00 \$6.00 \$3.22	130,975	3.5%	12,984	0.3%	(897)	0.0%
Town of Qualicum Beach Regional Parcel Taxes Regional Parks Drinking Water/Watershed Protection District 69 Community Justice	2,907,489	\$11.00 \$3.21	3,032,632	\$12.00 \$6.00 \$3.22	125,143	4.3%	38,946	1.3%	(284)	0.0%

Note: includes credit of \$58,000; a one time adjustment for Solid Waste collection program

**2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2011 Budget	2012 Proposed	Change from 2011	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A						
General Services Tax cost per \$100,000	1,449,225	1,572,697	123,472 8.5%	31,502 2.2%	34,581 2.4%	57,389 4.0%
Regional Parcel Taxes	\$115.00	\$127.24				
Regional Parks	\$11.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00				
	\$143.86	\$149.24				
	\$5.30	\$5.38				
Electoral Area B	912,870	974,976	62,106 6.8%	21,330 2.3%	19,220 2.1%	21,556 2.4%
General Services Tax cost per \$100,000	\$63.81	\$71.84				
Regional Parcel Taxes	\$11.00	\$12.00				
Regional Parks	\$17.86	\$10.00				
Drinking Water/Watershed Protection	\$92.67	\$93.84				
	(\$0.70)	\$-1.17				
Electoral Area C	826,229	894,263	68,034 8.2%	32,973 4.0%	18,329 2.2%	16,732 2.0%
General Services Tax cost per \$100,000	\$114.75	\$126.86				
Regional Parcel Taxes	\$11.00	\$12.00				
Regional Parks	\$17.86	\$10.00				
Drinking Water/Watershed Protection	\$143.61	\$148.86				
	\$37.02	\$5.25				

**2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2011 Budget	2012 Proposed	Change from 2011	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area E						
General Services Tax cost per \$100,000	1,794,532	1,851,978	57,446 3.2%	(8,413) -0.5%	17,822 1.0%	48,037 2.7%
Regional Parcel Taxes	\$91.55	\$96.38				
Regional Parks	\$11.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00				
Economic Development Northern Community	\$3.21	\$1.30				
District 69 Community Justice	\$123.62	\$3.22				
	\$1.08	\$122.90				
		(\$0.72)				
Electoral Area F	1,694,333	1,747,506	53,173 3.1%	(16,629) -1.0%	25,153 1.5%	44,649 2.6%
General Services Tax cost per \$100,000	\$128.77	\$131.33				
Regional Parcel Taxes						
Regional Parks	\$11.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00				
Economic Development Northern Community	\$3.21	\$1.30				
District 69 Community Justice	\$160.84	\$3.22				
	\$11.13	\$157.85				
		(\$2.99)				
Electoral Area G	2,104,251	2,161,292	57,041 2.7%	(14,807) -0.7%	20,847 1.0%	51,001 2.4%
General Services Tax cost per \$100,000	\$129.91	\$135.42				
Regional Parcel Taxes						
Regional Parks	\$11.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00				
Economic Development Northern Community	\$3.21	\$1.30				
District 69 Community Justice	\$161.98	\$3.22				
	\$5.99	\$161.94				
		(\$0.04)				
Electoral Area H	1,329,512	1,408,339	78,827 5.9%	49,098 3.7%	9,244 0.7%	20,485 1.5%
General Services Tax cost per \$100,000	\$120.05	\$131.03				
Regional Parcel Taxes						
Regional Parks	\$11.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00				
Economic Development Northern Community	\$3.21	\$1.30				
District 69 Community Justice	\$152.12	\$3.22				
	\$8.61	\$157.55				
		\$5.43				



**CONSOLIDATED FINANCIAL PLAN
2012 to 2016**

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Total
Operating Revenues		6.0%	5.3%	5.7%	5.6%	5.6%	
Property taxes	(31,996,356)	(34,086,544)	(35,821,534)	(37,924,102)	(40,115,854)	(42,449,531)	(190,397,565)
Parcel taxes	(3,779,041)	(3,849,451)	(4,122,109)	(4,287,347)	(4,464,154)	(4,628,731)	(21,351,792)
Municipal agreements	(281,059)	(283,430)	(292,496)	(299,926)	(307,704)	(314,856)	(1,498,412)
	<u>(36,056,456)</u>	<u>(38,219,425)</u>	<u>(40,236,139)</u>	<u>(42,511,375)</u>	<u>(44,887,712)</u>	<u>(47,393,118)</u>	<u>(213,247,769)</u>
Operations	(1,969,664)	(2,496,230)	(1,886,099)	(2,048,413)	(2,111,819)	(2,147,473)	(10,690,034)
Interest income	(125,000)	(150,000)	(195,000)	(195,000)	(195,000)	(195,000)	(930,000)
Transit fares	(3,723,505)	(4,088,680)	(4,156,449)	(4,468,013)	(4,582,693)	(4,698,520)	(21,994,355)
Landfill tipping fees	(8,119,519)	(8,106,390)	(8,754,901)	(9,192,646)	(9,652,278)	(9,941,846)	(45,648,061)
Recreation fees	(428,610)	(422,525)	(435,041)	(447,928)	(461,199)	(474,866)	(2,241,559)
Recreation facility rentals	(534,930)	(547,950)	(564,389)	(581,321)	(598,761)	(616,724)	(2,909,145)
Recreation vending sales	(14,300)	(10,300)	(10,300)	(10,300)	(10,300)	(10,300)	(51,500)
Recreation concession	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation - other	(340,270)	(363,475)	(374,380)	(385,612)	(397,180)	(409,096)	(1,929,743)
Utility user fees	(4,373,689)	(4,679,404)	(4,972,508)	(5,121,850)	(5,272,999)	(5,419,418)	(25,466,179)
Operating grants	(5,624,085)	(5,339,167)	(5,263,445)	(5,629,144)	(5,948,010)	(6,295,074)	(28,474,840)
Planning grants	(1,220,685)	(589,000)	(100,000)	(100,000)	(100,000)	(100,000)	(989,000)
Grants in lieu of taxes	(121,035)	(161,180)	(161,180)	(161,180)	(161,180)	(161,180)	(805,900)
Interdepartmental recoveries	(5,593,970)	(6,004,625)	(6,080,238)	(6,117,386)	(6,192,429)	(6,267,054)	(30,661,732)
Miscellaneous	(4,575,230)	(4,907,165)	(4,424,016)	(4,498,513)	(4,422,991)	(4,303,239)	(22,555,924)
Total Operating Revenues	<u>(72,825,448)</u>	<u>(76,090,016)</u>	<u>(77,618,585)</u>	<u>(81,473,181)</u>	<u>(84,999,051)</u>	<u>(88,437,408)</u>	<u>(408,618,241)</u>
Operating Expenditures							
Administration	3,535,223	3,833,192	3,843,793	3,854,500	3,865,315	3,858,738	19,255,538
Community grants	37,353	44,603	34,315	34,315	34,315	34,315	181,863
Legislative	374,215	378,535	368,535	409,533	380,941	382,063	1,919,607
Professional fees	2,902,290	3,059,543	1,971,158	1,910,287	1,856,449	1,839,624	10,637,061
Building Ops	2,526,148	2,764,947	2,687,465	2,714,438	2,744,851	2,776,958	13,688,659
Veh & Equip ops	7,047,987	6,707,355	6,833,581	7,182,198	7,457,306	7,782,729	35,963,169
Operating Costs	14,284,184	15,090,916	15,124,956	15,358,270	16,696,076	18,011,548	80,281,766
Program Costs	489,785	716,939	549,813	554,737	566,863	579,127	2,967,479
Wages & Benefits	23,695,217	25,670,768	26,707,619	27,697,008	28,654,217	29,595,602	138,325,214
Transfer to other gov/org	5,178,150	5,495,912	5,604,250	5,763,686	5,920,377	6,093,319	28,877,544
Contributions to reserve funds	5,354,825	5,291,584	6,016,111	6,980,867	7,125,374	6,350,287	31,764,223
Debt interest	3,925,895	3,891,252	-	-	-	-	3,874,162
Total Operating Expenditures	<u>69,351,272</u>	<u>72,945,546</u>	<u>69,741,596</u>	<u>72,459,839</u>	<u>75,302,084</u>	<u>77,304,310</u>	<u>367,736,285</u>
Operating (surplus)/deficit	<u>(3,474,176)</u>	<u>(3,144,470)</u>	<u>(7,876,989)</u>	<u>(9,013,342)</u>	<u>(9,696,967)</u>	<u>(11,133,098)</u>	<u>(40,881,956)</u>
Capital Asset Expenditures							
Capital Expenditures	33,359,310	29,376,827	20,003,760	30,557,822	33,127,860	41,286,585	154,352,854
Transfer from Reserves	(18,074,961)	(17,801,636)	(13,867,706)	(22,166,290)	(11,120,394)	(7,426,303)	(72,382,329)
Grants and Other	(939,959)	(1,109,485)	(103,303)	0	0	0	(1,212,788)
New Borrowing	(7,277,390)	(4,919,545)	(2,983,419)	(6,358,011)	(20,134,594)	(32,164,327)	(66,559,896)
Net Capital Assets funded from Operations	<u>7,067,000</u>	<u>5,546,161</u>	<u>3,049,332</u>	<u>2,033,521</u>	<u>1,872,872</u>	<u>1,695,955</u>	<u>14,197,841</u>
Capital Financing Charges							
Existing Debt (principal)	3,545,460	4,172,997	6,805,718	7,308,462	7,498,264	7,508,672	33,294,113
New Debt (principal + interest)			751,240	254,112	526,743	1,937,901	3,469,996
Total Capital Financing Charges	<u>3,545,460</u>	<u>4,172,997</u>	<u>7,556,958</u>	<u>7,562,574</u>	<u>8,025,007</u>	<u>9,446,573</u>	<u>36,764,109</u>
Net (surplus)/deficit for the year	<u>7,138,284</u>	<u>6,574,688</u>	<u>2,729,301</u>	<u>582,753</u>	<u>200,912</u>	<u>9,430</u>	<u>10,079,994</u>
Add: Prior year (surplus)/deficit	<u>(11,853,295)</u>	<u>(10,863,232)</u>	<u>(4,288,544)</u>	<u>(1,559,243)</u>	<u>(976,490)</u>	<u>(775,578)</u>	<u>(10,863,232)</u>
(Surplus) applied to future years	<u>(4,715,011)</u>	<u>(4,288,544)</u>	<u>(1,559,243)</u>	<u>(976,490)</u>	<u>(775,578)</u>	<u>(766,148)</u>	<u>(783,238)</u>



**CORPORATE SERVICES
2012 to 2016 FINANCIAL PLAN**

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Total
Operating Revenues		4.8%	5.0%	5.4%	5.6%	3.1%	
Property taxes	(5,926,783)	(6,186,198)	(6,467,287)	(6,828,090)	(7,218,492)	(7,447,490)	(34,147,557)
Parcel taxes	(167,225)	(209,065)	(247,230)	(249,899)	(252,675)	(255,562)	(1,214,431)
Municipal agreements	(25,695)	(16,080)	(19,135)	(20,398)	(21,846)	(22,501)	(99,960)
	(6,119,703)	(6,411,343)	(6,733,652)	(7,098,387)	(7,493,013)	(7,725,553)	(35,461,948)
Operations	(20,250)	(31,465)	(32,163)	(34,362)	(36,588)	(37,542)	(172,120)
Interest income	(125,000)	(150,000)	(195,000)	(195,000)	(195,000)	(195,000)	(930,000)
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	0	0	0	0	0	0	0
Recreation facility rentals	0	0	0	0	0	0	0
Recreation vending sales	0	0	0	0	0	0	0
Recreation concession	0	0	0	0	0	0	0
Recreation - other	0	0	0	0	0	0	0
Utility user fees	0	0	0	0	0	0	0
Operating grants	(70,500)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(90,000)
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	(47,500)	(52,625)	(52,625)	(52,625)	(52,625)	(52,625)	(263,125)
Interdepartmental recoveries	(3,611,340)	(3,856,885)	(3,970,863)	(4,006,320)	(4,096,286)	(4,185,682)	(20,116,036)
Miscellaneous	(4,568,230)	(4,715,020)	(4,321,396)	(4,395,893)	(4,320,371)	(4,200,619)	(21,953,299)
Total Operating Revenues	(14,562,523)	(15,235,338)	(15,323,699)	(15,800,587)	(16,211,883)	(16,415,021)	(78,986,528)
Operating Expenditures							
Administration	254,555	259,340	259,340	259,340	259,340	259,340	1,296,700
Fiscal Services	-	-	-	-	-	-	-
Community grants	37,353	44,603	34,315	34,315	34,315	34,315	181,863
Legislative	372,715	377,035	367,035	408,033	379,441	380,563	1,912,107
Professional fees	376,260	345,700	191,200	178,700	191,200	178,700	1,085,500
Building Ops	435,010	421,388	410,717	411,843	416,079	423,224	2,083,251
Veh & Equip ops	415,245	406,210	399,035	401,632	340,516	308,248	1,855,641
Operating Costs	1,017,725	982,194	1,014,949	1,026,117	1,062,463	1,072,099	5,157,822
Program Costs	5,000	-	-	-	-	-	0
Wages & Benefits	3,129,062	3,378,851	3,530,217	3,635,821	3,708,537	3,782,708	18,036,134
Transfer to other gov't/org	3,693,460	3,847,765	3,952,177	4,064,318	4,183,430	4,308,266	20,355,956
Contributions to reserve funds	560,120	555,090	479,715	468,261	453,226	443,387	2,399,679
Debt interest	2,701,820	2,790,585	-	-	-	-	2,790,585
Total Operating Expenditures	12,998,325	13,408,761	10,638,700	10,888,380	11,028,547	11,190,850	57,155,238
Operating (surplus)/deficit	(1,564,198)	(1,826,577)	(4,684,999)	(4,912,207)	(5,183,336)	(5,224,171)	(21,831,290)
Capital Asset Expenditures							
Capital Expenditures	4,773,480	4,605,215	3,208,500	3,754,925	1,639,725	5,142,550	18,350,915
Transfer from Reserves	(1,120,470)	(650,500)	(921,813)	(1,061,000)	(670,000)	(285,000)	(3,588,313)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	(3,200,000)	(3,647,560)	(2,159,187)	(2,492,000)	(830,000)	(4,600,000)	(13,728,747)
Net Capital Assets funded from Operations	453,010	307,155	127,500	201,925	139,725	257,550	1,033,855
Capital Financing Charges							
Existing Debt (principal)	1,963,725	2,093,175	4,386,750	4,722,432	4,900,700	4,939,828	21,042,885
New Debt (principal + interest)			336,654	184,559	183,761	70,456	775,430
Total Capital Financing Charges	1,963,725	2,093,175	4,723,404	4,906,991	5,084,461	5,010,284	21,818,315
Net (surplus)/deficit for the year	852,537	573,753	165,905	196,709	40,850	43,663	1,020,880
Add: Prior year (surplus)/deficit	(1,358,035)	(1,088,420)	(514,667)	(348,762)	(152,053)	(111,203)	(1,088,420)
(Surplus) applied to future years	(505,498)	(514,667)	(348,762)	(152,053)	(111,203)	(67,540)	(67,540)



**CORPORATE SERVICES
2012 to 2016 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2011 Budget	2012 Proposed	2013	2014	2015	2016
\$	(757,985) (313,000)	(788,305) (324,520)	(819,837) (388,991)	(852,630) (414,551)	(886,735) (444,048)	(922,204) (457,369)
	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
General Government Administration						
Electoral Areas Administration						
Grants-in-Aid	(57,498)	(64,053)	(59,360)	(59,360)	(59,360)	(59,360)
Feasibility Studies	(15,570)	-	-	-	-	-
Referendums	-	-	-	-	-	-
D68 E911	(83,455)	(107,895)	(111,550)	(114,897)	(117,195)	(119,539)
D69 E911	(535,175)	(535,175)	(535,175)	(535,175)	(535,175)	(545,879)
D69 Community Justice	(77,500)	(77,500)	(77,580)	(77,580)	(77,580)	(77,580)
D68 Restorative Justice	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Cedar Community Policing Office	0	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Fire Protection - Coombs-Hilliers	(320,035)	(346,090)	(367,885)	(401,272)	(531,798)	(547,752)
Fire Protection - Dashwood	(382,580)	(392,990)	(408,710)	(532,878)	(559,522)	(576,308)
Fire Protection - French Creek	(380,060)	(399,065)	(419,018)	(450,313)	(478,064)	(492,406)
Fire Protection - Parksville Local	(114,215)	(104,215)	(104,215)	(104,215)	(104,215)	(104,215)
Fire Protection - Cassidy	(178,095)	(185,340)	(192,754)	(200,464)	(208,482)	(216,821)
Fire Protection - Errington	(254,950)	(268,200)	(281,610)	(295,691)	(310,476)	(326,000)
Fire Protection - Extension	(132,210)	(138,960)	(145,908)	(153,203)	(160,863)	(168,906)
Fire Protection - Nanoose Bay	(561,595)	(581,250)	(598,688)	(616,649)	(635,148)	(654,202)
Fire Protection - Wellington	(62,295)	(60,000)	(61,200)	(62,424)	(63,985)	(65,585)
Fire Protection - Bow Horn Bay	(218,545)	(237,980)	(273,249)	(286,911)	(326,226)	(342,537)
Fire Protection - Nanaimo River	(17,795)	(17,795)	(17,795)	(17,795)	(17,795)	(17,795)
Fire Protection - Meadwood	(64,430)	(103,800)	(139,358)	(139,358)	(139,358)	(139,358)
Subtotal Regional District Services	(4,536,988)	(4,745,133)	(5,014,883)	(5,327,366)	(5,668,025)	(5,845,816)
Vancouver Island Regional Library	(1,557,020)	(1,650,130)	(1,699,634)	(1,750,623)	(1,803,142)	(1,857,236)
Total Corporate Services	(6,094,008)	(6,395,263)	(6,714,517)	(7,077,989)	(7,471,167)	(7,703,052)

**REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN
2010 to 2014**

APPENDIX D-2

Administration	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
Property taxes	3.0% (757,985)	4.0% (788,305)	4.0% (819,837)	4.0% (852,630)	4.0% (886,735)	4.0% (922,204)	(4,269,711)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	(10,700)	0	0	0	0	0	0
Operations	(6,800)	(17,500)	(17,500)	(17,500)	(17,500)	(17,500)	(87,500)
Interest income	(125,000)	(150,000)	(195,000)	(195,000)	(195,000)	(195,000)	(930,000)
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	0	0	0	0	0	0	0
Recreation facility rentals	0	0	0	0	0	0	0
Recreation vending sales	0	0	0	0	0	0	0
Recreation concession	0	0	0	0	0	0	0
Recreation - other	0	0	0	0	0	0	0
Utility user fees	0	0	0	0	0	0	0
Operating grants	(52,500)	0	0	0	0	0	0
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	(42,000)	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)	(230,000)
Interdepartmental recoveries	(3,553,340)	(3,698,885)	(3,772,863)	(3,848,320)	(3,925,286)	(4,014,682)	(19,260,036)
Miscellaneous	(101,540)	(102,470)	(102,470)	(102,470)	(102,470)	(102,470)	(512,350)
	0	0	0	0	0	0	0
Total Operating Revenues	(4,649,865)	(4,803,160)	(4,953,670)	(5,061,920)	(5,172,991)	(5,297,856)	(25,289,597)
Operating Expenditures							
Administration	115,830	115,725	115,725	115,725	115,725	115,725	578,625
Community grants	-	-	-	-	-	-	0
Legislative	252,670	267,265	267,265	267,265	267,265	267,265	1,336,325
Professional fees	325,170	328,950	176,950	164,450	176,950	164,450	1,011,750
Building Ops	313,720	305,968	309,028	309,028	312,118	318,360	1,554,502
Veh & Equip ops	165,915	144,800	144,800	144,800	144,800	144,800	724,000
Operating Costs	486,110	481,744	516,561	521,727	551,944	557,463	2,629,439
Program Costs	5,000	-	-	-	-	-	0
Wages & Benefits	2,916,877	3,151,356	3,295,897	3,396,815	3,464,751	3,534,046	16,842,865
Transfer to other gov/org	-	-	-	-	-	-	0
Contributions to reserve funds	223,815	153,410	86,356	14,241	4,241	4,241	262,489
Debt interest	-	-	-	-	-	-	0
Total Operating Expenditures	4,805,107	4,949,218	4,912,582	4,934,051	5,037,794	5,106,350	24,939,995
Operating (surplus)/deficit	155,242	146,058	(41,088)	(127,869)	(135,197)	(191,506)	(349,602)
Capital Asset Expenditures							
Capital Expenditures	420,595	333,000	924,500	369,925	352,225	270,550	2,250,200
Transfer from Reserves	(82,000)	(135,000)	(825,000)	(135,000)	(230,000)	(60,000)	(1,385,000)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	338,595	198,000	99,500	234,925	122,225	210,550	865,200
Capital Financing Charges							
Existing Debt (principal)	-	-	-	-	-	-	0
New Debt (principal + interest)	-	-	-	-	-	-	0
Total Capital Financing Charges	-	-	-	-	-	-	-
Net (surplus)/deficit for the year	493,837	344,058	58,412	107,056	(12,972)	19,044	515,598
Add: Prior year (surplus)/deficit	(554,485)	(516,580)	(172,522)	(114,110)	(7,054)	(20,026)	(516,580)
(Surplus) applied to future years	(60,648)	(172,522)	(114,110)	(7,054)	(20,026)	(982)	(982)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX D-3

Electoral Areas Administration	2011Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	4.3%	3.7%	19.9%	6.6%	7.1%	3.0%	
Property taxes	(313,000)	(324,520)	(388,991)	(414,551)	(444,048)	(457,369)	(2,029,479)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	(14,995)	(16,080)	(19,135)	(20,398)	(21,846)	(22,501)	(99,960)
Operations	0	0	0	0	0	0	0
Interest income	0	0	0	0	0	0	0
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	0	0	0	0	0	0	0
Recreation facility rentals	0	0	0	0	0	0	0
Recreation vending sales	0	0	0	0	0	0	0
Recreation concession	0	0	0	0	0	0	0
Recreation - other	0	0	0	0	0	0	0
Utility user fees	0	0	0	0	0	0	0
Operating grants	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	(90,000)
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	0	0	0	0	0	0	0
Interdepartmental recoveries	(58,000)	(158,000)	(198,000)	(158,000)	(171,000)	(171,000)	(856,000)
Miscellaneous	0	0	0	0	0	0	0
Total Operating Revenues	(403,995)	(516,600)	(624,126)	(610,949)	(654,894)	(668,870)	(3,075,439)
Operating Expenditures							
Administration	56,895	63,485	63,485	63,485	63,485	63,485	317,425
Community grants	-	-	-	-	-	-	-
Legislative	111,920	109,770	99,770	140,768	112,176	113,298	575,782
Professional fees	13,150	12,150	12,150	12,150	12,150	12,150	60,750
Building Ops	22,200	20,400	20,400	20,400	20,400	20,400	102,000
Veh & Equip ops	5,540	5,540	5,540	5,540	5,540	5,540	27,700
Operating Costs	230,265	171,160	171,160	171,160	171,160	171,160	855,800
Program Costs	-	-	-	-	-	-	-
Wages & Benefits	212,185	227,495	234,320	239,006	243,786	248,662	1,193,269
Transfer to other govt/org	-	-	-	-	-	-	-
Contributions to reserve funds	-	1,195	1,195	4,792	9,356	12,175	28,713
Debt interest	-	-	-	-	-	-	-
Total Operating Expenditures	652,155	611,195	608,020	657,301	638,053	646,870	3,161,439
Operating (surplus)/deficit	248,160	94,595	(16,106)	46,352	(16,841)	(22,000)	86,000
Capital Asset Expenditures							
Capital Expenditures	32,000	26,250	28,000	15,000	17,500	22,000	108,750
Transfer from Reserves	(28,000)	0	0	(48,000)	0	0	(48,000)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	-	-	0	0	0	0	0
Net Capital Assets funded from Operations	4,000	26,250	28,000	(33,000)	17,500	22,000	60,750
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	252,160	120,845	11,894	13,352	659	0	146,750
Add: Prior year (surplus)/deficit	(399,610)	(148,750)	(27,905)	(16,011)	(2,659)	(2,000)	(148,750)
(Surplus) applied to future years	(147,450)	(27,905)	(16,011)	(2,659)	(2,000)	(2,000)	(2,000)



**DEVELOPMENT SERVICES
2012 to 2016 FINANCIAL PLAN**

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Total
Operating Revenues		11.0%	6.0%	6.0%	6.0%	4.3%	
Property taxes	(2,134,229)	(2,354,276)	(2,486,746)	(2,636,895)	(2,797,216)	(2,918,461)	(13,193,594)
Parcel taxes	0	(16,462)	(26,555)	(26,555)	(26,555)	(26,555)	(122,682)
Municipal agreements	(21,414)	(22,265)	(23,374)	(24,541)	(25,771)	(27,066)	(123,017)
	(2,155,643)	(2,393,003)	(2,536,675)	(2,687,991)	(2,849,542)	(2,972,082)	(13,439,293)
Operations	(1,041,275)	(1,045,375)	(1,074,738)	(1,133,936)	(1,194,190)	(1,227,955)	(5,676,194)
Operating grants	(118,640)	(130,602)	0	(25,000)	0	0	(155,602)
Planning grants	(500,525)	(456,000)	(100,000)	(100,000)	(100,000)	(100,000)	(856,000)
Grants in lieu of taxes	(135)	(135)	(135)	(135)	(135)	(135)	(675)
Interdepartmental recoveries	(251,895)	(253,415)	(236,050)	(248,085)	(254,162)	(260,391)	(1,252,103)
Miscellaneous	(500)	(91,120)	(91,120)	(91,120)	(91,120)	(91,120)	(455,600)
Total Operating Revenues	(4,068,613)	(4,369,650)	(4,038,718)	(4,286,267)	(4,489,149)	(4,651,683)	(21,835,467)
Operating Expenditures							
Administration	412,178	438,755	438,755	438,755	438,755	438,755	2,193,775
Professional fees	681,875	480,750	302,935	303,584	304,246	304,921	1,696,436
Building Ops	73,113	72,813	70,813	70,813	70,813	70,813	356,065
Veh & Equip ops	73,910	70,840	71,349	71,868	72,398	72,938	359,393
Operating Costs	863,570	961,623	755,856	765,098	744,797	752,294	3,979,668
Program Costs	9,500	141,020	67,000	67,000	67,000	67,000	409,020
Wages & Benefits	2,189,635	2,283,089	2,351,581	2,398,612	2,446,583	2,495,514	11,975,379
Transfer to other govt/org	15,775	149,930	163,295	177,135	190,135	203,135	883,630
Contributions to reserve funds	213,905	136,255	76,365	32,171	64,511	121,049	430,351
Total Operating Expenditures	4,533,461	4,735,075	4,297,949	4,325,036	4,399,238	4,526,419	22,283,717
Operating (surplus)/deficit	464,848	365,425	259,231	38,769	(89,911)	(125,264)	448,250
Capital Asset Expenditures							
Capital Expenditures	75,150	243,330	49,750	126,800	80,000	34,000	533,880
Transfer from Reserves	0	(72,000)	0	(76,109)	(23,078)	0	(171,187)
Grants and Other	(1,000)	(42,155)	0	0	0	0	(42,155)
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	74,150	129,175	49,750	50,691	56,922	34,000	320,538
Capital Financing Charges							
Existing Debt (principal)		0	0	0	0	0	0
New Debt (principal + interest)			0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	538,998	494,600	308,981	89,460	(32,989)	(91,264)	768,788
Add: Prior year (surplus)/deficit	(1,237,975)	(1,157,520)	(662,920)	(353,939)	(264,479)	(297,468)	(1,157,520)
(Surplus) applied to future years	(698,977)	(662,920)	(353,939)	(264,479)	(297,468)	(388,732)	(388,732)



**DEVELOPMENT SERVICES
2012 to 2016 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2011 Budget	2012	2013	2014	2015	2016
Current & Long Range Planning	(1,269,985)	(1,320,485)	(1,393,112)	(1,476,699)	(1,565,301)	(1,612,260)
Regional Growth Strategy	(358,985)	(393,000)	(424,440)	(458,395)	(495,067)	(534,672)
House Numbering	(21,500)	(21,500)	(21,500)	(21,500)	(21,500)	(21,500)
Economic Development - Southern	0	(118,891)	(137,000)	(150,000)	(163,000)	(176,000)
Economic Development - Northern	0	(39,907)	(46,890)	(46,890)	(46,890)	(46,890)
Emergency Planning	(204,300)	(228,605)	(241,178)	(254,443)	(268,437)	(283,201)
D68 Search & Rescue	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
Animal Control - Electoral Areas A,B,C,Lantzville	(57,950)	(60,560)	(63,588)	(66,767)	(70,105)	(72,208)
Animal Control Electoral Areas E,G,H	(77,690)	(79,630)	(81,621)	(83,662)	(85,754)	(87,898)
Animal Control Electoral Area F	(72,055)	(31,055)	(21,055)	(20,055)	(20,456)	(20,865)
Hazardous Properties	(6,850)	(6,990)	(7,200)	(7,416)	(7,638)	(7,867)
Unsanitary Premises	(5,970)	(6,270)	(6,772)	(7,314)	(7,899)	(8,531)
Noise Control A	(4,824)	(5,020)	(5,721)	(6,450)	(7,208)	(7,929)
Noise Control B	(5,470)	(13,550)	(13,550)	(13,550)	(13,550)	(13,550)
Noise Control C	(7,970)	(3,695)	(3,769)	(3,844)	(3,921)	(3,999)
Noise Control E	(5,755)	(6,335)	(7,220)	(7,437)	(7,660)	(7,890)
Noise Control G	(7,925)	(8,245)	(8,575)	(8,918)	(9,275)	(9,646)
	\$ (2,134,229)	\$ (2,370,738)	\$ (2,510,191)	\$ (2,660,340)	\$ (2,820,661)	\$ (2,941,906)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX E-2

Electoral Area Planning	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	4.4%	4.0%	5.5%	6.0%	6.0%	3.0%	
Property taxes	(1,269,985)	(1,320,485)	(1,393,112)	(1,476,699)	(1,565,301)	(1,612,260)	(7,367,857)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
Operations	(91,000)	(91,000)	(92,365)	(93,750)	(95,156)	(96,583)	(468,854)
Operating grants	(20,000)	(50,000)	0	0	0	0	(50,000)
Interdepartmental recoveries	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Miscellaneous	(500)	(500)	(500)	(500)	(500)	(500)	(2,500)
							0
							0
Total Operating Revenues	(1,386,485)	(1,466,985)	(1,490,977)	(1,575,949)	(1,665,957)	(1,714,343)	(7,914,211)
Operating Expenditures							
Administration	295,785	313,370	313,370	313,370	313,370	313,370	1,566,850
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	171,000	140,000	90,000	90,000	90,000	90,000	500,000
Building Ops	37,313	37,313	37,313	37,313	37,313	37,313	186,565
Veh & Equip ops	34,010	30,490	30,490	30,490	30,490	30,490	152,450
Operating Costs	216,413	172,458	174,183	174,756	177,673	179,450	878,520
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	879,358	931,915	959,872	979,069	998,650	1,018,623	4,888,129
Transfer to other govt/org	0	0	0	0	0	0	0
Contributions to reserve funds	7,000	34,125	14,125	1,125	11,125	31,125	91,625
Debt interest	0	0	0	0	0	0	0
Total Operating Expenditures	1,640,879	1,659,671	1,619,353	1,626,123	1,658,621	1,700,371	8,264,139
Operating (surplus)/deficit	254,394	192,686	128,376	50,174	(7,336)	(13,972)	349,928
Capital Asset Expenditures							
Capital Expenditures	21,350	7,150	19,250	3,700	12,500	12,250	54,850
Transfer from Reserves	0	0	0	0	0	0	0
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	21,350	7,150	19,250	3,700	12,500	12,250	54,850
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	275,744	199,836	147,626	53,874	5,164	(1,722)	404,778
Add: Prior year (surplus)/deficit	(479,345)	(408,300)	(208,464)	(60,838)	(6,964)	(1,800)	(408,300)
(Surplus) applied to future years	(203,601)	(208,464)	(60,838)	(6,964)	(1,800)	(3,522)	(3,522)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX E-3

Regional Growth Strategy	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	2.0%	9.5%	8.0%	8.0%	8.0%	8.0%	
Property taxes	(358,985)	(393,000)	(424,440)	(458,395)	(495,067)	(534,672)	(2,305,574)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
Operations	0	0	0	0	0	0	0
Interest income	0	0	0	0	0	0	0
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	0	0	0	0	0	0	0
Recreation facility rentals	0	0	0	0	0	0	0
Recreation vending sales	0	0	0	0	0	0	0
Recreation concession	0	0	0	0	0	0	0
Recreation - other	0	0	0	0	0	0	0
Utility user fees	0	0	0	0	0	0	0
Operating grants	0	0	0	0	0	0	0
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	0	0	0	0	0	0	0
Interdepartmental recoveries	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
							0
							0
Total Operating Revenues	(358,985)	(393,000)	(424,440)	(458,395)	(495,067)	(534,672)	(2,305,574)
Operating Expenditures							
Administration	25,890	32,590	32,590	32,590	32,590	32,590	162,950
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	82,500	72,500	72,500	72,500	72,500	72,500	362,500
Building Ops	5,100	4,900	4,900	4,900	4,900	4,900	24,500
Veh & Equip ops	5,175	1,300	1,300	1,300	1,300	1,300	6,500
Operating Costs	110,790	105,710	105,710	105,710	105,710	105,710	528,550
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	271,786	288,885	297,552	303,503	309,573	315,764	1,515,277
Transfer to other govt/org	0	0	0	0	0	0	0
Contributions to reserve funds	405	750	750	750	750	750	3,750
Debt interest	0	0	0	0	0	0	0
Total Operating Expenditures	501,646	506,635	515,302	521,253	527,323	533,514	2,604,027
Operating (surplus)/deficit	142,661	113,635	90,862	62,858	32,256	(1,158)	298,453
Capital Asset Expenditures							
Capital Expenditures	1,500	0	0	600	5,000	1,250	6,850
Transfer from Reserves	0	0	0	0	0	0	0
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operat	1,500	0	0	600	5,000	1,250	6,850
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	144,161	113,635	90,862	63,458	37,256	92	305,303
Add: Prior year (surplus)/deficit	(361,475)	(310,875)	(197,240)	(106,378)	(42,920)	(5,664)	(310,875)
(Surplus) applied to future years	(217,314)	(197,240)	(106,378)	(42,920)	(5,664)	(5,572)	(5,572)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX E-4

Building Inspection	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues		0.0%	3.0%	6.0%	5.8%	3.0%	
Property taxes	0	0	0	0	0	0	0
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	(3,193)	0	0	0	0	0	0
Operations	(933,275)	(933,275)	(961,273)	(1,019,086)	(1,077,934)	(1,110,272)	(5,101,840)
Interest income	0	0	0	0	0	0	0
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	0	0	0	0	0	0	0
Recreation facility rentals	0	0	0	0	0	0	0
Recreation vending sales	0	0	0	0	0	0	0
Recreation concession	0	0	0	0	0	0	0
Recreation - other	0	0	0	0	0	0	0
Utility user fees	0	0	0	0	0	0	0
Operating grants	0	0	0	0	0	0	0
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	0	0	0	0	0	0	0
Interdepartmental recoveries	(223,895)	(225,415)	(231,050)	(243,085)	(249,162)	(255,391)	(1,204,103)
Miscellaneous	0	0	0	0	0	0	0
Total Operating Revenues	(1,160,363)	(1,158,690)	(1,192,323)	(1,262,171)	(1,327,096)	(1,365,663)	(6,305,943)
Operating Expenditures							
Administration	39,990	41,925	41,925	41,925	41,925	41,925	209,625
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	2,500	2,500	2,500	2,500	2,500	2,500	12,500
Building Ops	0	0	0	0	0	0	0
Veh & Equip ops	26,360	25,450	25,959	26,478	27,008	27,548	132,443
Operating Costs	92,425	190,280	232,183	194,505	209,450	211,545	1,037,963
Program Costs	0	20,000	20,000	20,000	20,000	20,000	100,000
Wages & Benefits	876,404	946,475	974,869	994,366	1,014,253	1,034,538	4,964,501
Transfer to other govt/org	0	0	0	0	0	0	0
Contributions to reserve funds	166,000	56,000	26,000	6,000	6,000	6,000	100,000
Debt interest	0	0	0	0	0	0	0
Total Operating Expenditures	1,203,679	1,282,630	1,323,436	1,285,774	1,321,136	1,344,056	6,557,032
Operating (surplus)/deficit	43,316	123,940	131,113	23,603	(5,960)	(21,607)	251,089
Capital Asset Expenditures							
Capital Expenditures	50,000	59,250	27,500	47,500	17,500	20,500	172,250
Transfer from Reserves	0	(30,000)	0	(30,000)	0	0	(60,000)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	50,000	29,250	27,500	17,500	17,500	20,500	112,250
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	93,316	153,190	158,613	41,103	11,540	(1,107)	363,339
Add: Prior year (surplus)/deficit	(319,390)	(376,080)	(222,890)	(64,277)	(23,174)	(11,634)	(376,080)
(Surplus) applied to future years	(226,074)	(222,890)	(64,277)	(23,174)	(11,634)	(12,741)	(12,741)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX E-5

Emergency Planning	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
Property taxes	5.0% (204,300)	11.9% (228,605)	5.5% (241,178)	5.5% (254,443)	5.5% (268,437)	5.5% (283,201)	(1,275,864)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	(18,221)	(18,960)	(20,003)	(21,103)	(22,264)	(23,489)	(105,819)
Operations	0	0	0	0	0	0	0
Interest income	0	0	0	0	0	0	0
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	0	0	0	0	0	0	0
Recreation facility rentals	0	0	0	0	0	0	0
Recreation vending sales	0	0	0	0	0	0	0
Recreation concession	0	0	0	0	0	0	0
Recreation - other	0	0	0	0	0	0	0
Utility user fees	0	0	0	0	0	0	0
Operating grants	(98,640)	(64,400)	0	(25,000)	0	0	(89,400)
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	0	0	0	0	0	0	0
Interdepartmental recoveries	0	0	0	0	0	0	0
Miscellaneous	0	(90,620)	(90,620)	(90,620)	(90,620)	(90,620)	(453,100)
							0
							0
Total Operating Revenues	(321,161)	(402,585)	(351,801)	(391,166)	(381,321)	(397,310)	(1,924,183)
Operating Expenditures							
Administration	31,550	30,270	30,270	30,270	30,270	30,270	151,350
Professional fees	125,615	26,750	32,435	33,084	33,746	34,421	160,436
Building Ops	1,700	1,600	1,600	1,600	1,600	1,600	8,000
Veh & Equip ops	8,365	13,600	13,600	13,600	13,600	13,600	68,000
Operating Costs	29,675	29,325	22,912	66,467	23,806	24,282	166,792
Program Costs	0	74,020	0	0	0	0	74,020
Wages & Benefits	109,622	115,814	119,288	121,674	124,107	126,589	607,472
Transfer to other gov/org	12,640	6,500	8,000	9,000	9,000	9,000	41,500
Contributions to reserve funds	26,800	12,615	22,200	10,822	32,650	66,927	145,214
Debt interest	0	0	0	0	0	0	0
Total Operating Expenditures	345,967	310,494	250,305	286,517	268,779	306,689	1,422,784
Operating (surplus)/deficit	24,806	(92,091)	(101,496)	(104,649)	(112,542)	(90,621)	(501,399)
Capital Asset Expenditures							
Capital Expenditures	2,300	176,930	3,000	75,000	45,000	0	299,930
Transfer from Reserves	0	(42,000)	0	(46,109)	(23,078)	0	(111,187)
Grants and Other	(1,000)	(42,155)	0	0	0	0	(42,155)
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	1,300	92,775	3,000	28,891	21,922	0	146,588
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	26,106	684	(98,496)	(75,758)	(90,620)	(90,621)	(354,811)
Add: Prior year (surplus)/deficit	(32,575)	(7,670)	(6,986)	(105,482)	(181,240)	(271,860)	(7,670)
(Surplus) applied to future years	(6,469)	(6,986)	(105,482)	(181,240)	(271,860)	(362,481)	(362,481)



**RECREATION & PARKS
2012 to 2016 FINANCIAL PLAN**

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Total
Operating Revenues		5.0%	4.0%	3.8%	3.4%	3.0%	
Property taxes	(8,210,233)	(8,607,797)	(8,963,370)	(9,317,912)	(9,648,589)	(9,952,035)	(46,489,703)
Parcel taxes	(232,771)	(253,935)	(255,135)	(256,335)	(257,535)	(258,735)	(1,281,675)
Municipal agreements	(233,950)	(245,085)	(249,987)	(254,987)	(260,087)	(265,289)	(1,275,435)
	(8,676,954)	(9,106,817)	(9,468,492)	(9,829,234)	(10,166,211)	(10,476,059)	(49,046,813)
Operations	(46,950)	(555,800)	(49,800)	(49,800)	(49,800)	(49,800)	(755,000)
Recreation fees	(428,610)	(422,525)	(435,041)	(447,928)	(461,199)	(474,866)	(2,241,559)
Recreation facility rentals	(534,930)	(547,950)	(564,389)	(581,321)	(598,761)	(616,724)	(2,909,145)
Recreation vending sales	(14,300)	(10,300)	(10,300)	(10,300)	(10,300)	(10,300)	(51,500)
Recreation concession	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation - other	(340,270)	(363,475)	(374,380)	(385,612)	(397,180)	(409,096)	(1,929,743)
Operating grants	(60,450)	(20,050)	(10,050)	(10,050)	(10,050)	(10,050)	(60,250)
Planning grants	(13,000)	(3,000)	0	0	0	0	(3,000)
Grants in lieu of taxes	(1,130)	(1,150)	(1,150)	(1,150)	(1,150)	(1,150)	(5,750)
Interdepartmental recoveries	(30,960)	(30,555)	(30,555)	(30,555)	(30,555)	(30,555)	(152,775)
Miscellaneous	(1,500)	(94,240)	(6,500)	(6,500)	(6,500)	(6,500)	(120,240)
Total Operating Revenues	(10,153,554)	(11,160,362)	(10,955,157)	(11,356,950)	(11,736,206)	(12,089,600)	(57,298,275)
Operating Expenditures							
Administration	481,461	521,160	521,160	521,160	521,160	521,160	2,605,800
Legislative	1,500	1,500	1,500	1,500	1,500	1,500	7,500
Professional fees	172,400	265,000	85,000	97,000	85,000	85,000	617,000
Building Ops	754,796	794,986	711,479	724,071	736,790	748,087	3,715,413
Veh & Equip ops	223,679	212,584	212,658	216,152	217,156	224,359	1,082,909
Operating Costs	825,874	902,018	908,864	937,832	966,001	1,001,490	4,716,205
Program Costs	407,285	415,349	397,313	402,237	409,363	416,627	2,040,889
Wages & Benefits	3,779,894	3,928,380	4,046,233	4,177,158	4,295,698	4,381,615	20,829,084
Transfer to other govt/org	1,458,915	1,498,217	1,488,778	1,522,233	1,546,812	1,581,918	7,637,958
Debt interest	770,495	690,605					690,605
Contributions to reserve funds	114,340	552,598	620,824	275,787	422,536	1,041,353	2,913,098
Total Operating Expenditures	8,990,639	9,782,397	8,993,809	8,875,130	9,202,016	10,003,109	46,856,461
Operating (surplus)/deficit	(1,162,915)	(1,377,965)	(1,961,348)	(2,481,820)	(2,534,190)	(2,086,491)	(10,441,814)
Capital Asset Expenditures							
Capital Expenditures	5,950,856	2,013,100	859,580	958,880	1,037,050	1,084,425	5,953,035
Transfer from Reserves	(1,994,910)	(992,000)	(482,875)	(355,250)	(365,250)	(483,500)	(2,678,875)
Grants and Other	(361,530)	(524,410)	0	0	0	0	(524,410)
New Borrowing	(2,842,390)	0	0	0	0	0	0
Net Capital Assets funded from Operations	752,026	496,690	376,705	603,630	671,800	600,925	2,749,750
Capital Financing Charges							
Existing Debt (principal)	1,042,645	1,729,567	1,690,808	1,919,755	1,861,736	1,492,992	8,694,858
New Debt (principal + interest)			229,045	0	0	0	229,045
Total Capital Financing Charges	1,042,645	1,729,567	1,919,853	1,919,755	1,861,736	1,492,992	8,923,903
Net (surplus)/deficit for the year	631,756	848,292	335,210	41,565	(654)	7,426	1,231,839
Add: Prior year (surplus)/deficit	(1,260,530)	(1,260,695)	(412,403)	(77,193)	(35,628)	(36,282)	(1,260,695)
(Surplus) applied to future years	(628,774)	(412,403)	(77,193)	(35,628)	(36,282)	(28,856)	(28,856)



**RECREATION & PARKS
2012 to 2016 FINANCIAL PLAN
SUMMARY OF TAX REQUISITION**

	2011 Budget	2012	2013	2014	2015	2016		
Ravensong Aquatic Center	\$ (2,298,535)	2.5%	\$ (2,438,460)	3.5%	\$ (2,523,806)	3.0%	\$ (2,677,506)	3.0%
Oceanside Place	(1,581,985)	3.8%	(1,715,550)	4.5%	(1,792,750)	4.0%	(1,864,460)	4.0%
Northern Community Recreation	(858,955)	6.6%	(984,090)	7.5%	(1,017,613)	3.4%	(1,048,141)	3.0%
Northern Community Recreation - Sportsfields	(233,950)	4.8%	(249,987)	2.0%	(254,987)	2.0%	(260,087)	2.0%
Gabriola Island Recreation	(88,195)	2.5%	(93,112)	3.0%	(95,905)	3.0%	(98,782)	3.0%
Area A Recreation	(105,100)	19.3%	(137,929)	10.0%	(157,246)	14.0%	(162,266)	3.2%
Southern Community Recreation	(1,012,140)	3.0%	(1,068,187)	2.4%	(1,105,991)	3.5%	(1,120,743)	1.3%
Regional Parks - Operations	(892,875)	8.8%	(1,025,027)	5.5%	(1,088,112)	6.2%	(1,182,759)	8.7%
Regional Parks - Capital	(748,704)	9.1%	(820,370)	0.4%	(825,170)	0.6%	(829,970)	0.6%
Community Park Area A	(107,580)	14.6%	(126,424)	2.5%	(129,585)	2.5%	(132,825)	2.5%
Community Park Area B	(168,065)	2.5%	(176,572)	2.5%	(180,986)	2.5%	(185,511)	2.5%
Community Park Area C	(51,155)	7.1%	(58,631)	7.0%	(62,735)	7.0%	(66,499)	6.0%
Community Park Area C(Pleasant Valley/E. Wellington)	(64,710)	5.0%	(71,348)	5.0%	(74,915)	5.0%	(77,912)	4.0%
Community Park Area E	(80,165)	7.6%	(94,884)	10.0%	(99,628)	5.0%	(104,609)	5.0%
Community Park Area F	(90,935)	3.0%	(97,412)	4.0%	(101,308)	4.0%	(105,360)	4.0%
Community Park Area G	(95,935)	4.3%	(104,031)	4.0%	(108,192)	4.0%	(112,520)	4.0%
Community Park Area H	(120,840)	2.5%	(127,576)	3.0%	(131,403)	3.0%	(135,345)	3.0%
Port Theater Area A	(13,900)	2.5%	(14,248)	0.0%	(14,248)	0.0%	(14,248)	0.0%
Port Theater Area B	(25,915)	1.3%	(26,263)	0.0%	(26,263)	0.0%	(26,263)	0.0%
Port Theater Area C	(13,790)	3.5%	(14,278)	0.0%	(14,278)	0.0%	(14,278)	0.0%
Port Theater Area C(Pleasant Valley/E. Wellington)	(3,575)	2.5%	(3,665)	0.0%	(3,665)	0.0%	(3,665)	0.0%
Port Theater Area E	(19,950)	2.5%	(20,448)	0.0%	(20,448)	0.0%	(20,448)	0.0%
	\$ (8,676,954)	\$ (9,106,817)	\$ (9,468,492)	\$ (9,829,234)	\$ (10,166,211)	\$ (10,476,059)		

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX F-2

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Ravensong Aquatic Centre							
Operating Revenues							
	37.4%	2.5%	3.5%	3.5%	3.0%	3.0%	
Property taxes	(2,298,535)	(2,356,000)	(2,438,460)	(2,523,806)	(2,599,520)	(2,677,506)	(12,595,292)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
Operations	(5,900)	(5,900)	(5,900)	(5,900)	(5,900)	(5,900)	(29,500)
Interest income	0	0	0	0	0	0	0
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	(166,060)	(168,290)	(173,339)	(178,539)	(183,895)	(189,412)	(893,475)
Recreation facility rentals	(101,960)	(90,650)	(93,370)	(96,171)	(99,056)	(102,028)	(481,275)
Recreation vending sales	(6,800)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Recreation concession	0	0	0	0	0	0	0
Recreation - other	(263,900)	(284,450)	(292,984)	(301,774)	(310,827)	(320,152)	(1,510,187)
Utility user fees	0	0	0	0	0	0	0
Operating grants	0	0	0	0	0	0	0
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	0	0	0	0	0	0	0
Interdepartmental recoveries	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
Total Operating Revenues	(2,843,155)	(2,910,290)	(3,009,053)	(3,111,190)	(3,204,198)	(3,299,998)	(15,534,729)
Operating Expenditures							
Administration	112,000	156,330	156,330	156,330	156,330	156,330	781,650
Community grants	0	0	0	0	0	0	0
Legislative	1,000	1,000	1,000	1,000	1,000	1,000	5,000
Professional fees	20,000	5,000	5,000	5,000	5,000	5,000	25,000
Building Ops	257,200	257,745	261,554	263,605	272,377	277,825	1,333,106
Veh & Equip ops	39,725	39,725	39,725	39,725	39,725	41,788	200,688
Operating Costs	106,265	133,750	135,088	133,939	137,778	139,156	679,711
Program Costs	44,900	48,730	49,217	49,709	50,206	50,708	248,570
Wages & Benefits	1,219,519	1,314,481	1,353,915	1,380,993	1,408,613	1,436,785	6,894,787
Transfer to other gov/org	0	0	0	0	0	0	0
Debt interest	362,690	297,210					297,210
Contributions to reserve funds	180	13,685	25,936	11,647	48,627	396,356	496,251
Total Operating Expenditures	2,163,479	2,267,656	2,027,765	2,041,948	2,119,656	2,504,948	10,961,973
Operating (surplus)/deficit	(679,676)	(642,834)	(981,288)	(1,069,242)	(1,084,542)	(795,050)	(4,572,756)
Capital Asset Expenditures							
Capital Expenditures	250,500	173,500	56,850	4,750	20,050	282,700	537,850
Transfer from Reserves	(246,000)	(112,500)	0	0	0	(183,500)	(296,000)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	4,500	61,000	56,850	4,750	20,050	99,200	241,850
Capital Financing Charges							
Existing Debt (principal)	707,305	767,285	1,064,492	1,064,492	1,064,492	695,850	4,656,611
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	707,305	767,285	1,064,492	1,064,492	1,064,492	695,850	4,656,611
Net (surplus)/deficit for the year	32,129	185,651	140,054	0	0	0	325,705
Add: Prior year (surplus)/deficit	(300,355)	(325,705)	(140,054)	0	0	0	(325,705)
(Surplus) applied to future years	(268,226)	(140,054)	0	0	0	0	0

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

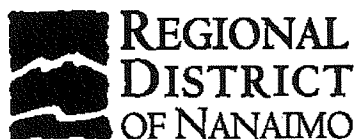
APPENDIX F-3

Oceanside Place	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
Property taxes	6.1% (1,581,985)	3.8% (1,641,675)	4.5% (1,715,550)	4.5% (1,792,750)	4.0% (1,864,460)	4.0% (1,939,038)	(8,953,473)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
Operations	(24,900)	(25,400)	(25,400)	(25,400)	(25,400)	(25,400)	(127,000)
Interest income	0	0	0	0	0	0	0
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	(26,200)	(38,000)	(39,140)	(40,314)	(41,523)	(42,769)	(201,746)
Recreation facility rentals	(432,970)	(457,300)	(471,019)	(485,150)	(499,705)	(514,696)	(2,427,870)
Recreation vending sales	(7,500)	(5,300)	(5,300)	(5,300)	(5,300)	(5,300)	(26,500)
Recreation concession	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation - other	(76,370)	(79,025)	(81,396)	(83,838)	(86,353)	(88,944)	(419,556)
Utility user fees	0	0	0	0	0	0	0
Operating grants	0	0	0	0	0	0	0
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	0	0	0	0	0	0	0
Interdepartmental recoveries	(30,960)	(30,555)	(30,555)	(30,555)	(30,555)	(30,555)	(152,775)
Miscellaneous	(500)	(500)	(500)	(500)	(500)	(500)	(2,500)
Total Operating Revenues	(2,185,885)	(2,282,255)	(2,373,360)	(2,468,307)	(2,558,296)	(2,651,702)	(12,333,920)
Operating Expenditures							
Administration	114,255	130,260	130,260	130,260	130,260	130,260	651,300
Community grants	0	0	0	0	0	0	0
Legislative	500	500	500	500	500	500	2,500
Professional fees	2,500	2,500	2,500	2,500	2,500	2,500	12,500
Building Ops	327,970	351,470	348,293	358,476	362,061	365,682	1,785,982
Veh & Equip ops	95,005	91,995	91,995	92,915	93,844	96,845	467,594
Operating Costs	62,520	62,650	62,650	61,197	62,650	62,650	311,797
Program Costs	15,450	21,050	21,050	21,050	21,050	21,050	105,250
Wages & Benefits	1,019,886	985,929	1,015,507	1,035,817	1,056,533	1,077,664	5,171,450
Transfer to other govt/org	0	0	0	0	0	0	0
Debt interest	312,530	312,530					312,530
Contributions to reserve funds	180	180	1,132	31,408	39,214	127,957	199,891
Total Operating Expenditures	1,950,796	1,959,064	1,673,887	1,734,123	1,768,612	1,885,108	9,020,794
Operating (surplus)/deficit	(235,089)	(323,191)	(699,473)	(734,184)	(789,684)	(766,594)	(3,313,126)
Capital Asset Expenditures							
Capital Expenditures	9,920	61,085	187,510	148,600	204,100	181,010	782,305
Transfer from Reserves	0	0	0	0	0	0	0
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	9,920	61,085	187,510	148,600	204,100	181,010	782,305
Capital Financing Charges							
Existing Debt (principal)	273,050	273,050	585,584	585,584	585,584	585,584	2,615,386
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	273,050	273,050	585,584	585,584	585,584	585,584	2,615,386
Net (surplus)/deficit for the year	47,881	10,944	73,621	0	0	0	84,565
Add: Prior year (surplus)/deficit	(48,255)	(84,565)	(73,621)	0	0	0	(84,565)
(Surplus) applied to future years	(374)	(73,621)	0	0	0	0	0

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX F-4

Northern Community Recreation	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	6.5%	6.6%	7.5%	3.4%	3.0%	3.0%	
Property taxes	(858,955)	(915,815)	(984,090)	(1,017,613)	(1,048,141)	(1,079,585)	(5,045,244)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	(233,950)	(245,085)	(249,987)	(254,987)	(260,087)	(265,289)	(1,275,435)
Operations	(9,650)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(60,000)
Interest income	0	0	0	0	0	0	0
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	(214,350)	(200,235)	(206,242)	(212,429)	(218,802)	(225,366)	(1,063,074)
Recreation facility rentals	0	0	0	0	0	0	0
Recreation vending sales	0	0	0	0	0	0	0
Recreation concession	0	0	0	0	0	0	0
Recreation - other	0	0	0	0	0	0	0
Utility user fees	0	0	0	0	0	0	0
Operating grants	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(37,500)
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	0	0	0	0	0	0	0
Interdepartmental recoveries	0	0	0	0	0	0	0
Miscellaneous	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(5,000)
Total Operating Revenues	(1,325,405)	(1,381,635)	(1,460,819)	(1,505,529)	(1,547,530)	(1,590,740)	(7,486,253)
Operating Expenditures							
Administration	86,235	92,540	92,540	92,540	92,540	92,540	462,700
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	2,900	3,500	3,500	3,500	3,500	3,500	17,500
Building Ops	17,930	22,260	18,260	18,260	18,260	18,260	95,300
Veh & Equip ops	44,895	26,145	26,145	26,145	26,145	28,208	132,788
Operating Costs	83,470	78,370	78,370	78,370	78,370	78,370	391,850
Program Costs	311,565	309,454	305,454	309,454	315,643	321,956	1,561,961
Wages & Benefits	567,120	634,685	653,726	666,801	680,137	693,740	3,329,089
Transfer to other govt/org	281,950	290,585	296,397	302,325	308,372	314,539	1,512,218
Debt interest	0	0	0	0	0	0	0
Contributions to reserve funds	17,800	180	180	168	8,924	23,108	32,560
Total Operating Expenditures	1,413,865	1,457,719	1,474,572	1,497,563	1,531,891	1,574,221	7,535,966
Operating (surplus)/deficit	88,460	76,084	13,753	(7,966)	(15,639)	(16,519)	49,713
Capital Asset Expenditures							
Capital Expenditures	8,420	1,500	4,560	3,500	10,925	11,545	32,030
Transfer from Reserves	0	0	0	0	0	0	0
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	8,420	1,500	4,560	3,500	10,925	11,545	32,030
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	96,880	77,584	18,313	(4,466)	(4,714)	(4,974)	81,743
Add: Prior year (surplus)/deficit	(173,055)	(96,125)	(18,541)	(228)	(4,694)	(9,408)	(96,125)
(Surplus) applied to future years	(76,175)	(18,541)	(228)	(4,694)	(9,408)	(14,382)	(14,382)



**REGIONAL AND COMMUNITY UTILITIES
2012 to 2016 FINANCIAL PLAN**

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Total
Operating Revenues		4.5%	6.4%	5.9%	5.8%	8.7%	
Property taxes	(8,579,006)	(9,121,458)	(9,699,614)	(10,319,376)	(10,964,465)	(12,103,234)	(52,208,147)
Parcel taxes	(3,379,045)	(3,369,989)	(3,593,189)	(3,754,558)	(3,927,389)	(4,087,879)	(18,733,004)
Municipal agreements	0	0	0	0	0	0	0
	(11,958,051)	(12,491,447)	(13,292,803)	(14,073,934)	(14,891,854)	(16,191,113)	(70,941,151)
Operations	(548,140)	(531,880)	(396,780)	(396,780)	(396,780)	(396,780)	(2,119,000)
Utility user fees	(1,219,885)	(1,242,985)	(1,278,016)	(1,313,224)	(1,350,114)	(1,378,846)	(6,563,185)
Operating grants	(500,455)	(20,515)	(515)	(515)	(515)	(515)	(22,575)
Grants in lieu of taxes	(25,470)	(68,470)	(68,470)	(68,470)	(68,470)	(68,470)	(342,350)
Interdepartmental recoveries	(583,350)	(777,215)	(777,215)	(777,215)	(777,215)	(777,215)	(3,886,075)
Miscellaneous	0	(1,785)	0	0	0	0	(1,785)
Total Operating Revenues	(14,835,351)	(15,134,297)	(15,813,799)	(16,630,138)	(17,484,948)	(18,812,939)	(83,876,121)
Operating Expenditures							
Administration	641,419	688,142	688,190	688,239	688,289	688,339	3,441,199
Professional fees	769,805	950,026	583,859	522,839	467,839	462,839	2,987,402
Building Ops	884,498	1,045,290	1,052,260	1,059,336	1,066,518	1,073,808	5,297,212
Veh & Equip ops	897,036	958,576	940,597	951,849	960,732	968,248	4,780,002
Operating Costs	3,133,517	3,506,114	3,521,432	3,563,501	4,615,288	5,636,348	20,842,683
Program Costs	68,000	160,570	85,500	85,500	90,500	95,500	517,570
Wages & Benefits	3,242,231	3,655,126	3,794,006	3,869,864	3,945,276	4,022,220	19,286,492
Transfer to other govt/org	10,000	0	0	0	0	0	0
Contributions to reserve funds	3,201,015	3,843,889	3,942,494	4,529,504	4,074,540	2,465,688	18,856,115
Debt interest	453,580	410,062					392,972
Total Operating Expenditures	13,301,101	15,217,795	14,608,338	15,270,632	15,908,982	15,412,990	76,401,647
Operating (surplus)/deficit	(1,534,250)	83,498	(1,205,461)	(1,359,506)	(1,575,966)	(3,399,949)	(7,474,474)
Capital Asset Expenditures							
Capital Expenditures	15,287,454	19,222,617	11,051,430	18,725,867	28,876,035	33,478,735	111,354,684
Transfer from Reserves	(10,323,861)	(15,437,136)	(8,663,018)	(17,465,802)	(8,662,066)	(5,157,803)	(55,385,825)
Grants and Other	(73,524)	(221,715)	0	0	0	0	(221,715)
New Borrowing	(1,235,000)	(1,271,985)	(824,232)	(420,540)	(19,304,594)	(27,564,327)	(49,385,678)
Net Capital Assets funded from Operations	3,655,069	2,291,781	1,564,180	839,525	909,375	756,605	6,361,466
Capital Financing Charges							
Existing Debt (principal)	539,090	350,255	728,160	666,275	735,828	769,723	3,250,241
New Debt (principal + interest)			185,541	69,553	36,853	1,867,445	2,159,392
Total Capital Financing Charges	539,090	350,255	913,701	735,828	772,681	2,637,168	5,409,633
Net (surplus)/deficit for the year	2,659,909	2,725,534	1,272,420	215,847	106,090	(6,176)	4,296,625
Add: Prior year (surplus)/deficit	(4,472,815)	(4,472,162)	(1,746,628)	(474,208)	(258,361)	(152,271)	(4,472,162)
(Surplus) applied to future years	(1,812,906)	(1,746,628)	(474,208)	(258,361)	(152,271)	(158,447)	(175,537)



**REGIONAL & COMMUNITY UTILITIES
2012 to 2016 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2011 Budget	2012	2013	2014	2015	2016
Wastewater - Northern	\$ (3,776,005)	\$ (3,955,720)	\$ (4,193,063)	\$ (4,444,647)	\$ (4,711,326)	\$ (4,994,006)
Wastewater - Southern	(4,407,075)	(4,583,364)	(4,858,366)	(5,149,868)	(5,458,860)	(6,252,916)
Wastewater - Fairwinds(Nanoose)	(447,200)	(469,560)	(493,038)	(517,690)	(543,575)	(570,754)
Duke Point Wastewater	(159,915)	(177,185)	(190,474)	(213,948)	(240,253)	(258,681)
Liquid Waste Management Planning	(151,500)	(151,000)	(154,775)	(158,644)	(163,403)	(168,305)
Water - Nanoose Peninsula	(631,335)	(639,595)	(674,773)	(711,886)	(751,040)	(792,347)
Water - Driftwood	(7,420)	(7,850)	(7,850)	(7,850)	(7,850)	(7,850)
Water - San Pareil	(113,665)	(115,495)	(120,115)	(124,920)	(129,917)	(135,114)
Water - San Pareil (Fire Improvements Debt Levy)	0	0	(78,591)	(113,672)	(113,672)	(113,672)
Water - French Creek	(54,580)	(58,235)	(60,564)	(62,987)	(65,506)	(68,126)
Water - Englishman River	(38,760)	(38,445)	(40,367)	(42,385)	(44,504)	(46,284)
Water - Surfside	(11,985)	(12,210)	(13,065)	(13,980)	(14,959)	(15,707)
Water - Decourcy	(7,630)	(7,725)	(7,880)	(8,038)	(8,199)	(8,363)
Water - Melrose Place	(19,380)	(20,275)	(21,086)	(21,929)	(22,806)	(23,718)
Water-Whiskey Creek	(38,870)	(80,945)	(84,992)	(89,242)	(101,502)	(106,577)
Drinking Water/Watershed Protection (municipal levy)	(378,000)	(170,004)	(216,969)	(264,334)	(300,802)	(337,670)
Drinking Water/Watershed Protection(Electoral Areas)		(211,610)	(190,450)	(169,290)	(170,090)	(170,890)
Water - French Creek Bulk Water	(255,615)	(263,285)	(271,184)	(279,320)	(287,700)	(296,331)
Water - Nanoose Bay Bulk Water	(645,720)	(677,210)	(704,298)	(732,470)	(761,769)	(792,240)
Sewer - French Creek	(399,185)	(431,815)	(470,677)	(489,504)	(509,084)	(529,447)
Sewer - Fairwinds(Collector)	(6,620)	(6,035)	(9,053)	(13,580)	(20,370)	(26,781)
Sewer - Pacific Shores	(54,605)	(55,890)	(57,567)	(59,294)	(61,746)	(63,898)
Sewer - Surfside	(18,735)	(19,035)	(19,416)	(19,804)	(20,200)	(20,604)
Sewer - Barclay Crescent	(120,235)	(121,960)	(134,156)	(140,806)	(145,030)	(149,381)
Sewer - Cedar Sewer Capital Financing	(104,505)	(106,249)	(105,775)	(105,780)	(105,780)	(105,780)
Sewer - Cedar Sewer Collection	(25,000)	(26,565)	(28,292)	(30,131)	(32,090)	(34,015)
Stormwater - Englishman River	(4,500)	(4,500)	(4,725)	(4,961)	(5,209)	(5,365)
Stormwater - Cedar Estates	(4,500)	(4,500)	(4,725)	(4,961)	(5,209)	(5,469)
Streetlighting - Fairwinds	(21,385)	(23,040)	(23,501)	(23,971)	(24,450)	(24,939)
Streetlighting - Fr. Cr. Village	(5,325)	(5,435)	(5,598)	(5,766)	(5,939)	(6,117)
Streetlighting - Morningstar	(13,201)	(13,465)	(13,734)	(14,146)	(14,429)	(14,718)
Streetlighting - Sandpiper	(10,340)	(10,340)	(10,443)	(10,547)	(10,652)	(10,759)
Streetlighting - Englishman River	(5,000)	(5,150)	(5,305)	(5,464)	(5,628)	(5,797)
Streetlighting - Highway Intersections	(2,970)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Streetlighting - Rural Areas	(14,565)	(14,000)	(14,140)	(14,281)	(14,424)	(14,568)
Streetlighting - Highway #4	(2,725)	(2,755)	(2,796)	(2,838)	(2,881)	(2,924)
	\$ (11,958,051)	\$ (12,491,447)	\$ (13,292,803)	\$ (14,073,934)	\$ (14,891,854)	\$ (16,191,113)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX G-2

Southern Community Wastewater	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	1.8%	4.0%	6.0%	6.0%	6.0%	14.5%	
Property taxes	(4,407,075)	(4,583,364)	(4,858,366)	(5,149,868)	(5,458,860)	(6,252,916)	(26,303,374)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
Operations	(198,900)	(156,000)	(156,000)	(156,000)	(156,000)	(156,000)	(780,000)
Interest income	0	0	0	0	0	0	0
Transit fares	0	0	0	0	0	0	0
Landfill tipping fees	0	0	0	0	0	0	0
Recreation fees	0	0	0	0	0	0	0
Recreation facility rentals	0	0	0	0	0	0	0
Recreation vending sales	0	0	0	0	0	0	0
Recreation concession	0	0	0	0	0	0	0
Recreation - other	0	0	0	0	0	0	0
Utility user fees	0	0	0	0	0	0	0
Operating grants	(40,000)	0	0	0	0	0	0
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	(20,000)	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)	(315,000)
Interdepartmental recoveries	(583,350)	(759,750)	(759,750)	(759,750)	(759,750)	(759,750)	(3,798,750)
Miscellaneous	0	0	0	0	0	0	0
							0
Total Operating Revenues	(5,249,325)	(5,562,114)	(5,837,116)	(6,128,618)	(6,437,610)	(7,231,666)	(31,197,124)
Operating Expenditures							
Administration	222,799	244,979	244,979	244,979	244,979	244,979	1,224,895
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	200,725	244,525	135,725	135,725	135,725	135,725	787,425
Building Ops	323,992	464,745	471,716	478,792	485,974	493,264	2,394,491
Veh & Equip ops	308,340	334,765	316,786	325,538	334,421	341,937	1,653,447
Operating Costs	950,995	1,040,320	1,000,925	1,015,939	2,031,178	2,711,646	7,800,008
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	986,260	1,096,689	1,129,590	1,152,182	1,175,226	1,198,731	5,752,418
Transfer to other govt/org	0	0	0	0	0	0	0
Contributions to reserve funds	2,002,605	1,883,631	2,340,845	2,567,828	1,671,702	131,894	8,595,900
Debt interest	0	0	0	0	0	0	0
Total Operating Expenditures	4,995,716	5,309,654	5,640,566	5,920,983	6,079,205	5,258,176	28,208,584
Operating (surplus)/deficit	(253,609)	(252,460)	(196,550)	(207,635)	(358,405)	(1,973,490)	(2,988,540)
Capital Asset Expenditures							
Capital Expenditures	9,108,175	13,623,113	7,159,210	17,288,210	20,421,680	25,542,855	84,035,068
Transfer from Reserves	(8,115,250)	(13,266,388)	(6,300,000)	(17,000,000)	(3,357,659)	(2,126,072)	(42,050,119)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	(16,642,341)	(23,083,928)	(39,726,269)
Net Capital Assets funded from Operations	992,925	356,725	859,210	288,210	421,680	332,855	2,258,680
Capital Financing charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	1,640,635	1,640,635
Total Capital Financing Charges	0	0	0	0	0	1,640,635	1,640,635
Net (surplus)/deficit for the year	739,316	104,265	662,660	80,575	63,275	0	910,775
Add: Prior year (surplus)/deficit	(956,240)	(910,775)	(806,510)	(143,850)	(63,275)	0	(910,775)
(Surplus) applied to future years	(216,924)	(806,510)	(143,850)	(63,275)	0	0	0

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX G-3

Northern Community Wastewater	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	2.3%	4.8%	6.0%	6.0%	6.0%	6.0%	
Property taxes	(3,776,005)	(3,955,720)	(4,193,063)	(4,444,647)	(4,711,326)	(4,994,006)	(22,298,762)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
Operations	(215,300)	(182,300)	(182,300)	(182,300)	(182,300)	(182,300)	(911,500)
Operating grants	0	(10,000)	0	0	0	0	(10,000)
Planning grants	0	0	0	0	0	0	0
Grants in lieu of taxes	(5,470)	(5,470)	(5,470)	(5,470)	(5,470)	(5,470)	(27,350)
Interdepartmental recoveries	0	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Miscellaneous	0	0	0	0	0	0	0
Total Operating Revenues	(3,996,775)	(4,158,490)	(4,385,833)	(4,637,417)	(4,904,096)	(5,186,776)	(23,272,612)
Operating Expenditures							
Administration	189,575	200,755	200,755	200,755	200,755	200,755	1,003,775
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	123,900	208,500	208,500	208,500	158,500	158,500	942,500
Building Ops	299,844	311,875	311,875	311,875	311,875	311,875	1,559,375
Veh & Equip ops	376,760	402,400	402,400	402,400	402,400	402,400	2,012,000
Operating Costs	568,763	650,012	663,012	676,272	694,297	1,003,183	3,686,776
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	831,920	947,606	976,034	995,555	1,015,466	1,035,775	4,970,436
Transfer to other gov/org	0	0	0	0	0	0	0
Contributions to reserve funds	502,510	1,359,863	984,348	1,505,785	1,852,613	1,836,823	7,539,432
Debt interest	118,365	118,365					118,365
Total Operating Expenditures	3,011,637	4,199,376	3,746,924	4,301,142	4,635,906	4,949,311	21,832,659
Operating (surplus)/deficit	(985,138)	40,886	(638,909)	(336,275)	(268,190)	(237,465)	(1,439,953)
Capital Asset Expenditures							
Capital Expenditures	2,386,910	2,715,865	1,737,085	336,275	3,768,190	2,907,465	11,464,880
Transfer from Reserves	(1,012,081)	(1,667,888)	(1,280,000)	0	(3,500,000)	(2,670,000)	(9,117,888)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	1,374,829	1,047,977	457,085	336,275	268,190	237,465	2,346,992
Capital Financing charges							
Existing Debt (principal)	129,065	129,065	247,426	0	0	0	376,491
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	129,065	129,065	247,426	0	0	0	376,491
Net (surplus)/deficit for the year	518,756	1,217,928	65,602	0	0	0	1,283,530
Add: Prior year (surplus)/deficit	(993,400)	(1,283,530)	(65,602)	0	0	0	(1,283,530)
(Surplus) applied to future years	(474,644)	(65,602)	0	0	0	0	0

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX G-5

Water-French Creek Bulk Water	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Property taxes	0	0	0	0	0	0	0
Parcel taxes	(255,615)	(263,285)	(271,184)	(279,320)	(287,700)	(296,331)	(1,397,820)
							0
							0
Total Operating Revenues	(255,615)	(263,285)	(271,184)	(279,320)	(287,700)	(296,331)	(1,397,820)
Operating Expenditures							
Administration	5,715	3,505	3,505	3,505	3,505	3,505	17,525
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	6,500	4,250	4,250	4,250	4,250	4,250	21,250
Building Ops	270	60	60	60	60	60	300
Veh & Equip ops	165	110	110	110	110	110	550
Operating Costs	14,060	30,075	30,677	31,291	31,917	32,555	156,515
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	28,215	30,140	31,044	31,665	32,298	32,944	158,091
Transfer to other govt/org	0	0	0	0	0	0	0
Contributions to reserve funds	157,965	160,680	207,596	169,047	176,223	178,113	891,659
Debt interest	23,420	23,420					23,420
Total Operating Expenditures	236,310	252,240	277,242	239,928	248,363	251,537	1,269,310
Operating (surplus)/deficit	(19,305)	(11,045)	6,058	(39,392)	(39,337)	(44,794)	(128,510)
Capital Asset Expenditures							
Capital Expenditures	241,390	196,305	213,180	151,866	1,389,175	1,432,615	3,383,141
Transfer from Reserves	(240,400)	(196,050)	(212,040)	(151,126)	(1,327,287)	(187,081)	(2,073,584)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	(61,203)	(1,245,119)	(1,306,322)
Net Capital Assets funded from Operations	990	255	1,140	740	685	415	3,235
Capital Financing charges							
Existing Debt (principal)	15,230	15,230	38,652	38,652	38,652	38,652	169,838
New Debt (principal + interest)			0	0	0	5,727	5,727
Total Capital Financing Charges	15,230	15,230	38,652	38,652	38,652	44,379	175,565
Net (surplus)/deficit for the year	(3,085)	4,440	45,850	0	0	0	50,290
Add: Prior year (surplus)/deficit	(39,760)	(50,290)	(45,850)	0	0	0	(50,290)
(Surplus) applied to future years	(42,845)	(45,850)	0	0	0	0	0

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX G-4

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Water-Nanoose Bulk Water

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	6.0%	4.9%	4.0%	4.0%	4.0%	4.0%	
Property taxes	0	0	0	0	0	0	0
Parcel taxes	(645,720)	(677,210)	(704,298)	(732,470)	(761,769)	(792,240)	(3,667,987)
Operating grants	(450,000)	0	0	0	0	0	0
Total Operating Revenues	(1,095,720)	(677,210)	(704,298)	(732,470)	(761,769)	(792,240)	(3,667,987)
Operating Expenditures							
Administration	5,485	9,235	9,235	9,235	9,235	9,235	46,175
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	8,500	13,750	13,750	13,750	13,750	13,750	68,750
Building Ops	7,520	5,980	5,980	5,980	5,980	5,980	29,900
Veh & Equip ops	1,850	1,580	1,580	1,580	1,580	1,580	7,900
Operating Costs	45,200	74,040	145,780	147,238	148,710	150,197	665,965
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	45,389	48,220	49,667	50,660	51,673	52,706	252,926
Transfer to other gov/org	0	0	0	0	0	0	0
Contributions to reserve funds	4,925	4,435	190,946	165,626	185,763	34,730	581,500
Debt interest	181,275	126,375					126,375
Total Operating Expenditures	300,144	283,615	416,938	394,069	416,691	268,178	1,779,491
Operating (surplus)/deficit	(795,576)	(393,595)	(287,360)	(338,401)	(345,078)	(524,062)	(1,888,496)
Capital Asset Expenditures							
Capital Expenditures	2,916,650	1,382,340	382,070	272,161	2,494,090	2,572,265	7,102,926
Transfer from Reserves	(935,915)	(176,020)	(368,728)	(191,436)	(348,120)	(134,200)	(1,218,504)
Grants and Other	0	(90,000)	0	0	0	0	(90,000)
New Borrowing	(1,150,000)	(521,985)	(12,032)	(79,940)	(2,145,190)	(2,437,600)	(5,196,747)
Net Capital Assets funded from Operations	830,735	594,335	1,310	785	780	465	597,675
Capital Financing charges							
Existing Debt (principal)	292,855	97,855	213,406	336,610	337,616	344,298	1,329,785
New Debt (principal + interest)			123,204	1,006	6,682	179,299	310,191
Total Capital Financing Charges	292,855	97,855	336,610	337,616	344,298	523,597	1,639,976
Net (surplus)/deficit for the year	328,014	298,595	50,560	0	0	0	349,155
Add: Prior year (surplus)/deficit	(417,915)	(349,155)	(50,560)	0	0	0	(349,155)
(Surplus) applied to future years	(89,901)	(50,560)	0	0	0	0	0



**TRANSPORTATION & SOLID WASTE SERVICES
2012 to 2016 FINANCIAL PLAN**

2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Total	
	9.4%	5.0%	7.5%	7.5%	5.7%		
Operating Revenues							
Property taxes	(7,146,105)	(7,816,815)	(8,204,517)	(8,821,829)	(9,487,092)	(10,028,311)	(44,358,564)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
	(7,146,105)	(7,816,815)	(8,204,517)	(8,821,829)	(9,487,092)	(10,028,311)	(44,358,564)
Operations	(313,049)	(331,710)	(332,618)	(433,535)	(434,461)	(435,396)	(1,967,720)
Interest income	0	0	0	0	0	0	0
Transit fares	(3,723,505)	(4,088,680)	(4,156,449)	(4,468,013)	(4,582,693)	(4,698,520)	(21,994,355)
Landfill tipping fees	(8,119,519)	(8,106,390)	(8,754,901)	(9,192,646)	(9,652,278)	(9,941,846)	(45,648,061)
Utility user fees	(3,153,804)	(3,436,419)	(3,694,492)	(3,808,626)	(3,922,885)	(4,040,572)	(18,902,994)
Operating grants	(4,874,040)	(5,150,000)	(5,234,880)	(5,575,579)	(5,919,445)	(6,266,509)	(28,146,413)
Planning grants	(707,160)	(130,000)	0	0	0	0	(130,000)
Grants in lieu of taxes	(46,800)	(38,800)	(38,800)	(38,800)	(38,800)	(38,800)	(194,000)
Interdepartmental recoveries	(1,116,425)	(1,086,555)	(1,065,555)	(1,055,211)	(1,034,211)	(1,013,211)	(5,254,743)
Miscellaneous	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Total Operating Revenues	(29,205,407)	(30,190,369)	(31,487,212)	(33,399,239)	(35,076,865)	(36,468,165)	(166,621,850)
Operating Expenditures							
Administration	1,745,610	1,925,795	1,936,348	1,947,006	1,957,771	1,951,144	9,718,064
Professional fees	901,950	1,018,067	808,164	808,164	808,164	808,164	4,250,723
Building Ops	378,731	430,470	442,196	448,375	454,651	461,026	2,236,718
Veh & Equip ops	5,438,117	5,059,145	5,209,942	5,540,697	5,866,504	6,208,936	27,885,224
Operating Costs	8,443,498	8,738,967	8,923,855	9,065,722	9,307,527	9,549,317	45,585,388
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	11,354,395	12,425,322	12,985,582	13,615,553	14,258,123	14,913,545	68,198,125
Transfer to other govt/org	0	0	0	0	0	0	0
Contributions to reserve funds	1,265,445	203,752	896,713	1,675,144	2,110,561	2,278,810	7,164,980
Debt interest	0	0	0	0	0	0	0
Total Operating Expenditures	29,527,746	29,801,518	31,202,800	33,100,661	34,763,301	36,170,942	165,039,222
Operating (surplus)/deficit	322,339	(388,851)	(284,412)	(298,578)	(313,564)	(297,223)	(1,582,628)
Capital Asset Expenditures							
Capital Expenditures	7,272,370	3,292,565	4,834,500	6,991,350	1,495,050	1,546,875	18,160,340
Transfer from Reserves	(4,635,720)	(650,000)	(3,800,000)	(3,208,129)	(1,400,000)	(1,500,000)	(10,558,129)
Grants and Other	(503,905)	(321,205)	(103,303)	0	0	0	(424,508)
New Borrowing	0	0	0	(3,445,471)	0	0	(3,445,471)
Net Capital Assets funded from Operations	2,132,745	2,321,360	931,197	337,750	95,050	46,875	3,732,232
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	306,129	306,129
New Debt (principal + Interest)	0	0	0	0	306,129	0	306,129
Total Capital Financing Charges	0	0	0	0	306,129	306,129	612,258
Net (surplus)/deficit for the year	2,455,084	1,932,509	646,785	39,172	87,615	55,781	2,761,862
Add: Prior year (surplus)/deficit	(3,523,940)	(2,884,435)	(951,926)	(305,141)	(265,969)	(178,354)	(2,884,435)
(Surplus) applied to future years	(1,068,856)	(951,926)	(305,141)	(265,969)	(178,354)	(122,573)	(122,573)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX H-2

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Southern Community Transit							
Operating Revenues							
	10.2%	9.6%	5.0%	8.0%	8.0%	6.0%	
Property taxes	(6,079,745)	(6,665,345)	(6,998,612)	(7,558,501)	(8,163,181)	(8,652,972)	(38,038,611)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
Operations	(90,005)	(90,750)	(91,658)	(92,575)	(93,501)	(94,436)	(462,920)
Interest income	0	0	0	0	0	0	0
Transit fares	(3,465,890)	(3,825,415)	(3,877,919)	(4,175,198)	(4,275,450)	(4,376,705)	(20,530,687)
Operating grants	(4,449,040)	(4,710,000)	(4,759,880)	(5,076,579)	(5,396,445)	(5,719,509)	(25,662,413)
Planning grants	(707,160)	(130,000)	0	0	0	0	(130,000)
Grants in lieu of taxes	(40,000)	(32,000)	(32,000)	(32,000)	(32,000)	(32,000)	(160,000)
Interdepartmental recoveries	(1,116,425)	(1,086,555)	(1,065,555)	(1,055,211)	(1,034,211)	(1,013,211)	(5,254,743)
Miscellaneous	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
							0
							0
Total Operating Revenues	(15,953,265)	(16,545,065)	(16,830,624)	(17,995,064)	(18,999,788)	(19,893,833)	(90,264,374)
Operating Expenditures							
Administration	862,625	970,550	980,256	990,059	999,960	1,004,960	4,945,785
Professional fees	40,000	21,000	11,000	11,000	11,000	11,000	65,000
Building Ops	215,340	252,949	261,178	263,790	266,428	269,092	1,313,437
Veh & Equip ops	4,691,115	4,322,445	4,465,894	4,777,852	5,096,049	5,420,610	24,082,850
Operating Costs	1,817,810	1,961,329	1,998,921	2,038,899	2,079,677	2,121,271	10,200,097
Wages & Benefits	7,803,485	8,568,810	8,911,374	9,423,561	9,945,992	10,478,872	47,328,609
Contributions to reserve funds	5,295	179,455	379,455	468,569	409,630	409,630	1,846,739
Debt interest	0	0	0	0	0	0	0
Total Operating Expenditures	15,435,670	16,276,538	17,008,078	17,973,730	18,808,736	19,715,435	89,782,517
Operating (surplus)/deficit	(517,595)	(268,527)	177,454	(21,334)	(191,052)	(178,398)	(481,857)
Capital Asset Expenditures							
Capital Expenditures	1,945,900	1,993,915	434,500	3,251,500	78,500	37,300	5,795,715
Transfer from Reserves	0	0	0	(1,026,000)	0	0	(1,026,000)
Grants and Other	(503,905)	(321,205)	(103,303)	0	0	0	(424,508)
New Borrowing	0	0	0	(2,174,000)	0	0	(2,174,000)
Net Capital Assets funded from Operations	1,441,995	1,672,710	331,197	51,500	78,500	37,300	2,171,207
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	187,142	187,142
New Debt (principal + Interest)	0	0	0	0	187,142	0	187,142
Total Capital Financing Charges	0	0	0	0	187,142	187,142	374,284
Net (surplus)/deficit for the year	924,400	1,404,183	508,651	30,166	74,590	46,044	2,063,634
Add: Prior year (surplus)/deficit	(1,422,385)	(2,105,910)	(701,727)	(193,076)	(162,910)	(88,320)	(2,105,910)
(Surplus) applied to future years	(497,985)	(701,727)	(193,076)	(162,910)	(88,320)	(42,276)	(42,276)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX H-3

Northern Community Transit	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
	5.3%	9.1%	6.0%	6.0%	6.0%	6.0%	
Property taxes	(725,570)	(791,360)	(838,842)	(889,173)	(942,523)	(999,074)	(4,460,972)
Parcel taxes	0	0	0	0	0	0	0
Municipal agreements	0	0	0	0	0	0	0
Operations	(4,740)	(4,740)	(4,740)	(4,740)	(4,740)	(4,740)	(23,700)
Interest income	0	0	0	0	0	0	0
Transit fares	(257,615)	(263,265)	(278,530)	(292,815)	(307,243)	(321,815)	(1,463,668)
Operating grants	(425,000)	(440,000)	(475,000)	(499,000)	(523,000)	(547,000)	(2,484,000)
							0
							0
Total Operating Revenues	(1,412,925)	(1,499,365)	(1,597,112)	(1,685,728)	(1,777,506)	(1,872,629)	(8,432,340)
Operating Expenditures							
Administration	78,975	84,700	85,547	86,402	87,266	88,139	432,054
Community grants	0	0	0	0	0	0	0
Legislative	0	0	0	0	0	0	0
Professional fees	0	0	0	0	0	0	0
Building Ops	0	0	0	0	0	0	0
Veh & Equip ops	0	0	0	0	0	0	0
Operating Costs	690,670	669,995	771,550	750,411	792,009	828,569	3,812,534
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	646,543	682,688	805,169	857,572	911,023	965,543	4,221,995
Transfer to other govt/org	0	0	0	0	0	0	0
Contributions to reserve funds	0	0	0	0	0	0	0
Debt interest	0	0	0	0	0	0	0
Total Operating Expenditures	1,416,188	1,437,383	1,662,266	1,694,385	1,790,298	1,882,251	8,466,583
Operating (surplus)/deficit	3,263	(61,982)	65,154	8,657	12,792	9,622	34,243
Capital Asset Expenditures							
Capital Expenditures	0	0	0				0
Transfer from Reserves	0	0					0
Grants and Other	0	0					0
New Borrowing	0	0					0
Net Capital Assets funded from Operations	0	0	0	0	0	0	0
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + Interest)			0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	3,263	(61,982)	65,154	8,657	12,792	9,622	34,243
Add: Prior year (surplus)/deficit	(66,070)	(114,240)	(176,222)	(111,068)	(102,411)	(89,619)	(114,240)
(Surplus) applied to future years	(62,807)	(176,222)	(111,068)	(102,411)	(89,619)	(79,997)	(79,997)

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX H-4

Solid Waste Management

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
Property taxes	2.0% (335,325)	2.0% (342,035)	2.0% (348,876)	2.0% (355,854)	2.0% (362,971)	2.0% (370,230)	(1,779,966)
Operations	(193,304)	(206,220)	(206,220)	(306,220)	(306,220)	(306,220)	(1,331,100)
Landfill tipping fees	(8,119,519)	(8,106,390)	(8,754,901)	(9,192,646)	(9,652,278)	(9,941,846)	(45,648,061)
Grants in lieu of taxes	(6,800)	(6,800)	(6,800)	(6,800)	(6,800)	(6,800)	(34,000)
							0
Total Operating Revenues	(8,654,948)	(8,661,445)	(9,316,797)	(9,861,520)	(10,328,269)	(10,625,096)	(48,793,127)
Operating Expenditures							
Administration	553,720	580,100	580,100	580,100	580,100	580,100	2,900,500
Professional fees	857,250	973,567	773,664	773,664	773,664	773,664	4,068,223
Building Ops	160,710	174,840	178,337	181,904	185,542	189,253	909,876
Veh & Equip ops	744,717	734,815	742,163	760,960	768,570	786,441	3,792,949
Operating Costs	2,827,333	2,768,459	2,823,828	2,880,305	2,937,911	2,996,669	14,407,172
Wages & Benefits	2,749,894	3,040,374	3,131,585	3,194,217	3,258,101	3,323,263	15,947,540
Contributions to reserve funds	1,257,490	22,092	515,053	1,204,370	1,688,994	1,847,269	5,277,778
Debt interest	-	-	-	-	-	-	-
Total Operating Expenditures	9,151,114	8,294,247	8,744,730	9,575,520	10,192,882	10,496,659	47,304,038
Operating (surplus)/deficit	496,166	(367,198)	(572,067)	(286,000)	(135,387)	(128,437)	(1,489,089)
Capital Asset Expenditures							
Capital Expenditures	5,322,345	1,297,700	4,399,875	3,739,600	1,416,400	1,509,450	12,363,025
Transfer from Reserves	(4,635,720)	(650,000)	(3,800,000)	(2,182,129)	(1,400,000)	(1,500,000)	(9,532,129)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	-	-	0	(1,271,471)	0	0	(1,271,471)
Net Capital Assets funded from Operations	686,625	647,700	599,875	286,000	16,400	9,450	1,559,425
Capital Financing Charges							
Existing Debt (principal)	-	-	-	-	-	118,987	118,987
New Debt (principal + Interest)	-	-	0	0	118,987	0	118,987
Total Capital Financing Charges	0	0	0	0	118,987	118,987	237,974
Net (surplus)/deficit for the year	1,182,791	280,502	27,808	0	0	0	308,310
Add: Prior year (surplus)/deficit	(1,259,090)	(308,310)	(27,808)	0	0	0	(308,310)
(Surplus) applied to future years	(76,299)	(27,808)	0	0	0	0	0

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

APPENDIX H-5

Garbage Collection & Recycling

	2011 Budget	2012 Proposed Budget	2013	2014	2015	2016	Subtotal
Operating Revenues							
Operations	(25,000)	9.0% (30,000)	7.5% (30,000)	3.1% (30,000)	3.0% (30,000)	3.0% (30,000)	(150,000)
Utility user fees	(3,153,804)	(3,436,419)	(3,694,492)	(3,808,626)	(3,922,885)	(4,040,572)	(18,902,994)
							0
							0
Total Operating Revenues	(3,178,804)	(3,466,419)	(3,724,492)	(3,838,626)	(3,952,885)	(4,070,572)	(19,052,994)
Operating Expenditures							
Administration	250,140	277,795	277,795	277,795	277,795	277,795	1,388,975
Professional fees	4,700	21,500	21,500	21,500	21,500	21,500	107,500
Building Ops	2,681	2,681	2,681	2,681	2,681	2,681	13,405
Veh & Equip ops	2,285	1,885	1,885	1,885	1,885	1,885	9,425
Operating Costs	3,103,685	3,337,184	3,327,556	3,394,107	3,495,930	3,600,808	17,155,585
Wages & Benefits	154,473	133,450	137,454	140,203	143,007	145,867	699,981
Contributions to reserve funds	660	205	205	205	9,937	19,911	30,463
Total Operating Expenditures	3,518,624	3,774,700	3,769,076	3,838,376	3,952,735	4,070,447	19,405,334
Operating (surplus)/deficit	339,820	308,281	44,584	(250)	(150)	(125)	352,340
Capital Asset Expenditures							
Capital Expenditures	4,125	950	125	250	150	125	1,600
Transfer from Reserves	0	0	-	-	-	-	0
Grants and Other	0	0	-	-	-	-	0
New Borrowing	-	-	-	-	-	-	0
Net Capital Assets funded from Operations	4,125	950	125	250	150	125	1,600
Capital Financing Charges							
Existing Debt (principal)	-	-	-	-	-	-	-
New Debt (principal + Interest)	-	-	-	-	-	-	-
Total Capital Financing Charges	-	-	-	-	-	-	-
Net (surplus)/deficit for the year	343,945	309,231	44,709	0	0	0	353,940
Add: Prior year (surplus)/deficit	(773,065)	(353,940)	(44,709)	0	0	0	(353,940)
(Surplus) applied to future years	(429,120)	(44,709)	0	0	0	0	0



RDN REPORT		
CAO APPROVAL <i>(CW)</i>		
EAP		
COW	/	
FEB 07 2012		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: February 6, 2012

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

FILE: 2320 20 2010

SUBJECT: Animal Control Service Agreements

PURPOSE

To obtain Board direction on Animal Control Service Agreements.

BACKGROUND

The Animal Control Service was established in 1995 for the regulation and control of dogs in the Electoral Areas. Between 1995 and 2009, enforcement of animal control regulations was contracted to Nanaimo Animal Shelter Ltd for District 68 and the Parksville/Qualicum SPCA for District 69. In 2009 Nanaimo Animal Shelter Ltd was purchased by Coastal Animal Control Services Ltd (CACS) and the Board approved a one year Agreement with CACS for animal control in District 68. A further three year Agreement with CACS was approved by the Board, expiring on December 31, 2013. The Regional District also provides animal control services to the District of Lantzville as part of the master Agreement for District 68 at an apportioned contribution rate.

In late 2009, the SPCA withdrew from local government animal control enforcement and the Board subsequently approved a two year Agreement with CACS for animal control in District 69. At the same time, the Board approved a two year Agreement with the Parksville/Qualicum SPCA for kenneling services and the sale of dog licenses on behalf of the Regional District. This enables the contractor (CACS) to board impounded dogs from Electoral Areas E, F, G and H at the SPCA facility rather than transporting the animals to their facility in South Nanaimo. There are no other pound facilities in the District 69 area and this arrangement is consistent with the SPCA's new business model. The Agreements with the SPCA and CACS for the District 69 Electoral Areas expire on March 31, 2012.

As illustrated in the following table, there are varying levels of animal control services in the Electoral Areas with Agreements in place that expire at different intervals:

Electoral Areas	Bylaw No	Service Level	Current Contract Duration
A, B, C	1066	Vicious dog investigations, pick up of confined strays	January 1, 2011 to December 31, 2013(Dist68)
E, G, H	939	Full dog control and licensing	April 1, 2010 to March 31, 2012 (Dist69)
F	941	Vicious dog investigations	April 1, 2010 to March 31, 2012 (Dist69)

Animal control is a rather complex function requiring specialized equipment, internal systems, personnel training, and facilities. The personnel employed by the contractor are appointed by the Board as Bylaw Enforcement Officers for the specific purpose of enforcing the RDN's animal control bylaws. Animal Control Officers are representative of the Regional District in this role and it is essential that they perform their duties in a knowledgeable and professional manner.

The use of a single agency (CACS) for animal control in all Electoral Areas has proven to be an effective model for the delivery of the service. The effectiveness of animal control enforcement throughout the region is enhanced by the ability of Animal Control Officers to monitor and control the movement of dangerous dogs across municipal and electoral area boundaries. Additionally, a single point of contact for all Electoral Area residents has increased the efficiency of response to public complaints by the RDN contractor.

ALTERNATIVES

1. Approve new Agreements for animal control and kenneling services in District 69.
2. Approve new Agreements for animal control and kenneling services in District 69 and amendments to the District 68 Agreement.
3. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Alternative #1

Approve new Agreements for animal control and kenneling services in District 69.

The current Agreement for District 69 ends on March 31, 2012. Dog control in Electoral Areas E, G and H includes licensing, dogs at large, harassment, vicious dog control and noise. Electoral Area F participates in the 'vicious dog' only portion of the service. The revenue from impound fees and the licensing of dogs in Electoral Areas E, G and H (\$8,600 in 2011) reduces the overall tax requisition for the service in those Electoral Areas.

CACS has agreed to continue providing animal control services in District 69 at the 2011 annual rate of \$79,560 with consideration of periodic increases in the Agreement to offset rising costs in relation to fuel, vehicles and wages. CACS has a proven track record of professional service and has the resources and expertise necessary to continue providing an efficient, cost effective service to the Regional District of Nanaimo. There are no other contractors in the region with the infrastructure and ability to effectively perform this role on behalf of the Regional District of Nanaimo. For this reason staff is not recommending an RFP process be undertaken at this time.

The Board has approved two consecutive Agreements with CACS since 2009. Should the Board approve a further Agreement with CACS, it is proposed that the Agreement be for a five (5) year term, with a 2% increase in 2013 and 2015. The service fee increases (approximately \$1,600 in 2013 and 2015) would have a minimal impact on the service budget.

In March 2010, the Board approved a two (2) year Agreement with the SPCA to use their facility 1565 Alberni Highway for the temporary boarding of dogs impounded by Animal Control Officers (CACS). The Agreement also authorizes the Parksville/Qualicum SPCA to sell dog licenses on behalf of the RDN.

The Agreement expires on March 31, 2012 and the SPCA has advised they wish to continue providing the service under the same terms as the existing Agreement.

The number of dogs impounded annually in the District 69 area varies between 20 and 40, most of which are generally returned to their owners within 24 to 72 hours of being impounded. Under the current Agreement, the RDN pays the SPCA a \$20 per day boarding/maintenance fee for each impounded dog which covers the SPCA's cost of food and care. The annual cost to the RDN for boarding impounded dogs under this Agreement is in the range of \$400 to \$1,000, depending on the number and length of time impounded dogs remain in the care of the SPCA. These costs are factored into the annual service budget.

Separate from the SPCA boarding fees are impoundment fees levied in accordance with the animal control bylaws in District 69, ranging from \$30 for licensed dogs to \$50 for unlicensed dogs. Additional impoundment fees for dogs that have been deemed vicious begin at \$500 and increase on successive impoundments. These fees are charged to the dog owners and under the current Agreement, are collected by the SPCA on behalf of the RDN, further reducing the overall cost associated with the "kenneling" Agreement.

Under this Agreement, the SPCA would continue to sell dog licenses (except Area 'F') at a commission rate of 10% of the fee for each license sold. This is the same commission rate paid to the vendor that sells licenses in Area 'H' on behalf of the RDN.

There are no practical alternatives to sheltering impounded dogs in District 69. If the Board approves a further Agreement with CACS, staff is recommending that the Kenneling Agreement with the SPCA also be renewed for a five (5) year term, for those reasons outlined above. The Board may wish to consider a shorter term however staff believes that reducing the frequency of re-negotiating Agreements would minimize potential budget impacts by establishing and "locking in" the costs over a longer term. Additionally, the certainty of longer term Agreements is beneficial to the contractor's business planning and provides greater opportunities for Animal Control Officers to strengthen relationships and compliance programs within the community.

Alternative #2

Approve new Agreements for animal control and kenneling services in District 69 and amendments to the District 68 Agreement.

The current Agreement with CACS for animal control in District 68 ends on December 31, 2013. This Agreement provides for a limited level of dog control, specifically the investigation of vicious dog complaints and the pick-up and receipt of confined stray dogs. Electoral Areas A, B, C and the District of Lantzville are participants in the service and the cost of the service is recovered through tax requisition. The current annual cost for the service is \$49,060 with no provision for additional increases in the term of the Agreement.

The current Agreements with CACS for District 68 and District 69 expire at different intervals. As outlined under alternative #1, staff is recommending that new Agreements with CACS and the SPCA be approved in District 69. Should the Board approve the new Agreements for District 69, it is recommended that the current CACS Agreement for District 68 be extended to December 31, 2016 to align with the term of the District 69 Agreements. The contractor is agreeable to extending the District 68 Agreement to 2016 and has requested an inflation adjustment of 2% in 2013 and 2015 to address the volatility of vehicle operating expenses and ferry fares.

As indicated above, animal control in District 68 is limited to the investigation of vicious dog complaints and the pick-up and receipt of confined, stray dogs. Should the Board wish to consider increasing the level of service at some point, it has the option to further amend the terms of the Agreement. This would necessitate negotiating a new rate with the contractor and adjusting the tax requisition for the cost of the higher service level.

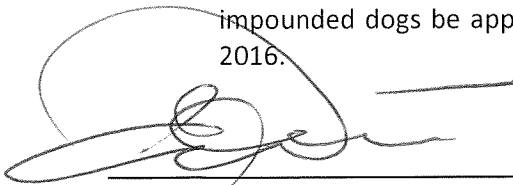
CONCLUSIONS

The delivery of animal control services requires specialized equipment, facilities and training. There are very few contractors who have the ability to effectively perform this role on behalf of local governments. Coastal Animal Control Services (CACS) has been providing an effective, professional service to the Regional District of Nanaimo since 2009. The current District 69 Agreement expires on March 31, 2012 and staff is recommending the approval of an additional, five year Agreement with CACS. The District 68 Agreement with CACS expires on December 31, 2013 and as proposed under alternative #2, staff is recommending that the term of the District 68 Agreement be amended to align with the term of the District 69 Agreement.

Coastal Animal Control operates from the City of Nanaimo owned facility on Nanaimo Lakes Road and does not maintain a pound facility in District 69. The Board previously approved an Agreement with the SPCA to enable the RDN's Animal Control contractor to utilize the SPCA facility for the temporary boarding of dogs impounded by Animal Control Officers (CACS). The Agreement, which expires on March 31, 2012, also authorizes the Parksville/Qualicum SPCA to sell dog licenses on behalf of the RDN. Staff is recommending that the SPCA Agreement be renewed for a term ending December 31, 2016, consistent with the terms recommended for the CACS Agreements under alternative #2.

RECOMMENDATIONS

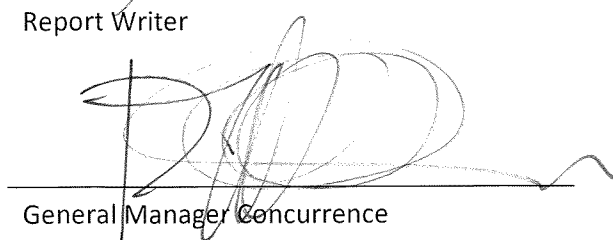
1. That the Agreement for Animal Control Services in District 69 with Coastal Animal Control Services of BC Limited be approved for a term commencing April 1, 2012 and ending December 31, 2016.
2. That the Agreement for Animal Control Services in District 68 with Coastal Animal Control Services of BC Limited be amended to extend the end date of the Agreement from December 31, 2013 to December 31, 2016.
3. That the agreement between the SPCA and the Regional District of Nanaimo for the sale of dog licenses and the use of the animal shelter at 1565 Alberni Highway for the boarding of impounded dogs be approved for a term commencing April 1, 2012 and ending December 31, 2016.



Report Writer



CAO Concurrency



General Manager Concurrency

Attachment No. 1

**AGREEMENT
FOR ANIMAL CONTROL SERVICES
IN DISTRICT 69**

THIS AGREEMENT made this ____ day of _____, 2012

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(hereinafter called the “Regional District”)

OF THE FIRST PART

AND:

COASTAL ANIMAL CONTROL SERVICES OF BC LIMITED.
2202 Herd Road
Duncan, BC V9L 3A6

(hereinafter called the “Contractor”)

OF THE SECOND PART

WHEREAS The Regional District has agreed to engage the Contractor and the Contractor has agreed to be engaged by the Regional District in respect of the Contract as hereinafter described on the terms and conditions set out in this Agreement.

NOW THEREFORE the Regional District and the Contractor, in consideration of their mutual duties and responsibilities and in consideration of the payment to be made by the Regional District to the Contractor agree as follows:

1. AGREEMENT TERM

The term of the Agreement shall commence April 1, 2012 and end December 31, 2016, subject to earlier termination as herein provided. After December 31, 2016, the term of this Agreement shall be month to month unless the parties have otherwise agreed.

2. CONTRACTOR DUTIES - GENERAL

- (1) Operate and perform the duties and responsibilities of the Animal Control Officer on behalf of the Regional District of Nanaimo.
- (2) Pay all costs involved in the performance of the foregoing operation.

- (3) Maintain the operation of the animal control shelter.
- (4) Ensure that all impoundment facilities meet Veterinary Standards, including a suitable area for the impoundment of vicious dogs.
- (5) Provide for the euthanasia of animals by a veterinarian when deemed necessary.
- (6) Ensure that no animals will be released for research purposes whether alive or dead.
- (7) Arrange for veterinary care for those animals so requiring the same when impounded and will bear the costs of this if no owner can be found for the animal.
- (8) Provide all equipment necessary for the performance of its obligations under the Contract, including but not limited to motor vehicles, radio communication, and telephone communication.
- (9) Allow officers and employees of the Regional District, at all reasonable times, to access to all records, books and documents maintained by the Contractor under this Agreement.
- (10) Permit the use of its name and telephone number in all advertising of the Regional District relating to the enforcement of Animal Control Bylaw No. 939 and No. 941.
- (11) Supply a toll free telephone number for residents in District 69.

3. CONTRACTOR DUTIES - BYLAW NO. 941 (Electoral Area F)

- (1) Provide an animal control officer(s) to respond to complaints about vicious dogs in Electoral Area F as it relates to the enforcement of Bylaw No. 941, for a maximum of three (3) hours per week.
- (2) Employ an appropriate number of kennel and receptionist personnel to adequately respond to vicious dog complaints and enforcement issues related to Bylaw No. 941.
- (3) Diligently enforce the provisions of the Animal Control Bylaw No. 941, including necessary court appearances.
- (4) Ensure that all staff of the Contractor is thoroughly informed of policies and regulations of the Regional District pertaining to Animal Control Bylaw No. 941.

4. CONTRACTOR DUTIES - BYLAW NO. 939 (Electoral Area E, G & H)

- (1) Provide an animal control officer(s) to respond to complaints about the licensing and control of dogs in Electoral Areas E, G and H as they relate to the enforcement of Bylaw No. 939, for nine (9) hours per week in Electoral Areas E, G, and H.
- (2) Provide animal control officers to patrol Electoral Areas E, F, G, and H of the Regional District of Nanaimo for a maximum of thirty hours per week.
- (3) Provide portable radio communication for its employees while on patrol.

- (4) Diligently enforce the provisions of the Animal Control Bylaw No. 939, including necessary court appearances.
- (5) Sell on behalf of the Regional District, licenses as required for Electoral Areas E, G and H and as authorized by Bylaw.

5. PAYMENTS, FEES AND OTHER CHARGES

- (1) Pay to the Regional District all sums charged, levied or received by the Contractor from the owners of animals pursuant to the provisions of the Bylaws, except for impound or maintenance fees.
- (2) Deposit to the Regional District of Nanaimo all fees collected on a monthly basis.
- (3) Deliver to the Regional District on or before the 15th day of every month a written statement on all matters dealt with up to and including the last day of the preceding month showing:
 - Moneys received on behalf of the Regional District.
 - The number of animals impounded.
 - The number of animals detained in the shelter, and the length of time impounded.
 - A copy of the listing of complaints received each month by Regional District Electoral Area.
- (4) Deliver to the Regional District on or before October 31st during the term of the agreement a Statement of the Contractors Revenue and Expenditures and a Statement of Animal Control Activity for the preceding six-month period ending September 30th.

6. INDEMNITY

- (1) Take out and maintain a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the performance of its covenants under this Agreement in an amount not less than \$2,000,000 per single occurrence and with the Regional District of Nanaimo named as an additional named insured, and provide a copy of such policy and any renewals thereof.
- (2) Indemnify and save harmless the Regional District from and against any and all actions, causes of actions, suits, demands, losses, costs or expenses of any nature or kind whatsoever which the Regional District may sustain, incur or be put to arising out of the neglect or otherwise of the Contractor in the performance of the covenants on its part to be performed pursuant to the terms of this Agreement.

7. AMENDMENT

The parties hereto may consent from time to time to amend the terms of the Agreement. Notice of a proposed change shall be made in writing to the other party ninety (90) days before the date upon which such amendment is to take effect, unless the notice period is waived by the consent of both the Regional District and the Contractor.

8. INDEPENDENT CONTRACTOR

- (1) Nothing herein shall constitute or be deemed or construed as constituting the Contractor as a servant or employee of the Regional District but the Contractor shall at all times be and remain an independent contractor with the Regional District.
- (2) Nothing in the Contract will constitute a joint venture by the parties.

9. ASSIGNMENT AND SUBCONTRACTING

- (1) The Contractor will not, without the prior written consent of the Regional District, assign or subcontract this Agreement or any portion thereof.

10. OWNERSHIP OF DOCUMENTS, PROPERTY AND CONFIDENTIALITY

- (1) The Contractor shall keep proper records and books of accounts. The Regional District shall have access to the records and books of accounts at all reasonable times for such purposes as the interest of the Regional District shall require.
- (2) Any chattels owned by the Regional District and used by the Contractor pursuant to the terms of the Contract shall be maintained by the Contractor in the same condition as it was at the date of the Contract. Such chattels shall be returned to the Regional District in the state of good repair at the termination of the Contract. Similarly, any chattels missing for any reason shall be replaced forthwith with ownership in the Regional District.
- (3) The Contractor agrees to keep in strictest confidence all confidential information, which the Contractors may acquire in connection with or as a result of divulge or disclose to any unauthorized third party of parties any information at any time without the prior written consent of the Regional District. The term 'confidential information' includes but is not limited to information emanating from the Regional District, its affiliates, agents, customers, either conceived or developed by the Contractor concerning research, development, patent, copyright, system and procedures.
- (4) On termination of this Agreement for any reason, the Contractor shall deliver to the Regional District all documents, notebooks, charts, files, and records relating to the provision of the Services including copies, summaries, notes in the possession or control of the Consultant.
- (5) The Contractor will provide to the Regional District, prior to the commencement of the Term, evidence satisfactory to the Regional District that the Contractor has Paid and Satisfied any and all assessments payable under the Workers Compensation Act or any regulation there under with respect to the Services to be provided under this agreement.

11. DISCUSSIONS BETWEEN PARTIES

The parties hereto agree that any negotiations between the parties or amendments to the Contract will be made by the Contractor's named appointee and the Manager of Building, Bylaw and Emergency Planning Services.

12. DUTIES OF THE REGIONAL DISTRICT

- (1) Print and supply to the Contractor Dog License Forms, Metal License Tags and to provide Violation Tickets in accordance with the Regional District of Nanaimo MTI Bylaw (Municipal Ticketing authority).
- (2) Issue licenses at the Regional District Administration Office, 6300 Hammond Bay Road, Nanaimo, BC and grants the Contractor the right to issue licenses on behalf of the Regional District and issue receipts therefore.
- (3) Collect fines and to conduct all prosecutions arising from violations of bylaws.
- (4) Advertise Animal Control related matters, as required.
- (5) In consideration of the Contractor performing the duties and services on its part to be performed pursuant to the terms of this Agreement, the Contractor shall be paid for its services as follows:
 - (a) The Regional District of Nanaimo shall pay to the Contractor monthly, on the first day of each month of the Term the sum \$6,630 (2012), \$6,763 (2013/2014), and \$6,898 (2015/2016) plus GST/HST.

13. TERMINATION

Notwithstanding any other portion of the Agreement:

- (1) Either party, upon (ninety) 90 days notice in writing to the other party, may terminate the Contract, unless the notice period is waived by the consent of both the Regional District and the Contractor.
- (2) In the event of a default of the Contractor in performing any of the covenants on its part to be performed pursuant to the terms of this Agreement and such default continuing for a period of ten (10) days after notice thereof has been given by the Regional District to the Contractor, the Regional District may, at its option, terminate this Agreement without prejudice to any other remedy it may have against the Contractor in respect of such default either under the terms of this Agreement or at law or in equity.

IN WITNESS HEREOF the Regional District and the Contractor have executed this Agreement as of the day, month and year first above written.

The Corporate Seal of the
REGIONAL DISTRICT OF NANAIMO
was hereto affixed in the presence of:

)
)
)
)

Chairperson

)
)
)

(seal)

Senior Manager Corporate Administration

)
)
)

The Corporate Seal of the
**COASTAL ANIMAL CONTROL
SERVICES OF BC LIMITED**
was hereto affixed in the presence of:

)
)
)
)

Contractor

)
)
)
)
)

(seal)

Attachment No. 2

**AGREEMENT
FOR ANIMAL CONTROL SERVICES
IN DISTRICT 68**

THIS AGREEMENT made this ____ day of _____ 2012.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(hereinafter called the “Regional District”)

OF THE FIRST PART

AND:

COASTAL ANIMAL CONTROL SERVICES OF BC LIMITED
2202 Herd Road
Duncan, BC V9L 3A6

(hereinafter called the “Contractor”)

OF THE SECOND PART

WHEREAS the Regional District has agreed to engage the Contractor and the Contractor has agreed to be engaged by the Regional District in respect of the Contract as hereinafter described on the terms and conditions set out in this Agreement.

NOW THEREFORE the Regional District and the Contractor, in consideration of their mutual duties and responsibilities and in consideration of the payment to be made by the Regional District to the Contractor agree as follows:

1. AGREEMENT TERM

The term of the Agreement shall commence January 1, 2011, and end (amended) December 31, 2016, subject to earlier termination as herein provided. After December 31, 2016, the term of this Agreement shall be month to month unless the parties have otherwise agreed.

2. CONTRACTOR DUTIES - GENERAL

- (1) Operate and perform the duties and responsibilities of the Animal Control Officer on behalf of the Regional District of Nanaimo.
- (2) Pay all costs involved in the performance of the foregoing operation.
- (3) Maintain the operation of the animal control shelter.

- (4) Ensure that all impoundment facilities meet Veterinary Standards, including a suitable area for the impoundment of vicious dogs.
- (5) Provide for the euthanasia of animals by a veterinarian when deemed necessary.
- (6) Ensure that no animals will be released for research purposes whether alive or dead.
- (7) Arrange for veterinary care for those animals so requiring the same when impounded and will bear the costs of this if no owner can be found for the animal.
- (8) Provide all equipment necessary for the performance of its obligations under the Contract, including but not limited to, motor vehicles, radio communication, and telephone communication.
- (9) Allow officers and employees of the Regional District, at all reasonable times, to access to all records, books and documents maintained by the Contractor under this Agreement.
- (10) Permit the use of its name and telephone number in all advertising of the Regional District relating to the enforcement of Animal Control Bylaw No. 1066.
- (11) Comply with all Bylaws of the Regional District, and of the municipal jurisdiction in which the Shelter is located (if applicable), and all relevant Federal and Provincial laws.
- (12) Permit the posting of a sign or signs to identify the shelter as an authorized Regional District animal shelter as it pertains to the Animal Control Bylaws.

3. CONTRACTOR DUTIES - BYLAW NO. 1066 (Electoral Areas A, B, C, & District of Lantzville)

- (1) Provide uniformed animal control officers to respond to complaints about the control of dogs in Electoral Areas A, B, C, and District of Lantzville as they relate to the enforcement of Bylaw No. 1066, for four and a half (4.5) hours per week per Electoral Area and District of Lantzville or eighteen (18) hours per week for all of the Electoral Areas and District of Lantzville.
- (2) Respond to after hours complaints as required.
- (3) Provide animal control officers to receive stray dogs which are turned in to the Shelter and to pick up confined stray dogs on a complaint-driven basis.
- (4) Provide portable radio and telephone communication for its employees while on patrol.
- (5) Make recommendations to Regional District of Nanaimo staff on matters requiring the commencement of legal proceedings including the issuance of Municipal Ticket Informations.
- (6) Diligently enforce the provisions of the Animal Control Bylaw No. 1066, including necessary court appearances.

4. PAYMENTS, FEES AND OTHER CHARGES

- (1) Pay to the Regional District all sums charged, levied or received by the Contractor from the owners of animals pursuant to the provisions of the Bylaws, except for impound or maintenance fees.
- (2) Deliver to the Regional District of Nanaimo all fees collected on a monthly basis.

- (3) Deliver to the Regional District on or before the 15th day of every month an invoice and written statement on all matters dealt with up to and including the last day of the preceding month showing:
 - Moneys received on behalf of the Regional District.
 - The number of animals impounded.
 - The number of animals detained in the shelter, and the length of time impounded.
 - A copy of the listing of complaints received each month by Regional District Electoral Area and District of Lantzville.

5. INDEMNITY

- (1) Take out and maintain a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the performance of its covenants under this Agreement in an amount not less than \$2,000,000 per single occurrence and with the Regional District of Nanaimo named as an additional named insured, and provide a copy of such policy and any renewals thereof.
- (2) Indemnify and save harmless the Regional District from and against any and all actions, causes of actions, suits, demands, losses, costs or expenses of any nature or kind whatsoever which the Regional District may sustain, incur or be put to arising out of the neglect or otherwise of the Contractor in the performance of the covenants on its part to be performed pursuant to the terms of this Agreement.

6. AMENDMENT

The parties hereto may consent from time to time to amend the terms of the Agreement. Notice of a proposed change shall be made in writing to the other party ninety (90) days before the date upon which such amendment is to take effect, unless the notice period is waived by the consent of both the Regional District and the Contractor.

7. INDEPENDENT CONTRACTOR

- (1) Nothing herein shall constitute or be deemed or construed as constituting the Contractor as a servant or employee of the Regional District but the Contractor shall at all times be and remain an independent contractor with the Regional District.
- (2) Nothing in the Contract will constitute a joint venture by the parties.

8. ASSIGNMENT AND SUBCONTRACTING

- (1) The Contractor will not, without the prior written consent of the Regional District, assign or subcontract this Agreement or any portion thereof.

9. OWNERSHIP OF DOCUMENTS, PROPERTY AND CONFIDENTIALITY

- (6) The Contractor shall keep proper records and books of accounts. The Regional District shall have access to the records and books of accounts at all reasonable times for such purposes as the interest of the Regional District shall require.
- (7) Any chattels owned by the Regional District and used by the Contractor pursuant to the terms of the Contract shall be maintained by the Contractor in the same condition as it was at the date of the Contract. Such chattels shall be returned to the Regional District in the state of good repair at the termination of the Contract. Similarly, any chattels missing for any reason shall be replaced forthwith with ownership in the Regional District.
- (8) The Contractor agrees to keep in strictest confidence all confidential information which the Contractors may acquire in connection with or as a result of divulge or disclose to any unauthorized third party of parties any information at any time without the prior written consent of the Regional District. The term 'confidential information' includes but is not limited to information emanating from the Regional District, its affiliates, agents, customers, either conceived or developed by the Contractor concerning research, development, patent, copyright, system and procedures.
- (9) On termination of this Agreement for any reason, the Contractor shall deliver to the Regional District all documents, notebooks, charts, files, and records relating to the provision of the Services including copies, summaries, notes in the possession or control of the Consultant.

10. DISCUSSIONS BETWEEN PARTIES

The parties hereto agree that any negotiations between the parties or amendments to the Contract will be made by the Contractor's named appointee and the Manager of Inspection and Enforcement.

11. DUTIES OF THE REGIONAL DISTRICT

- (1) Print and supply to the Contractor, Violation Tickets in accordance with the Regional District of Nanaimo MTI Bylaw (Municipal Ticketing authority).
- (2) Collect fines and conduct all prosecutions arising from violations of bylaws.
- (3) Advertise Animal Control related matters, as required.
- (4) In consideration of the Contractor performing the duties and services on its part to be performed pursuant to the terms of this Agreement, the Contractor shall be paid for its services as follows:

The Regional District of Nanaimo shall pay to the Contractor monthly, during this agreement, the sum of \$4,088 (2012), \$4,171 (2013/2014) and \$4,254 (2015/2016) plus GST/HST.

12. TERMINATION

- (1) Either party, upon (ninety) 90 days notice in writing to the other party, may terminate the Contract, unless the notice period is waived by the consent of both the Regional District and the Contractor.

- (2) In the event of a default of the Contractor in performing any of the covenants on its part to be performed pursuant to the terms of this Agreement and such default continuing for a period of ten (10) days after notice thereof has been given by the Regional District to the Contractor, the Regional District may, at its option, terminate this Agreement without prejudice to any other remedy it may have against the Contractor in respect of such default either under the terms of this Agreement or at law or in equity.

IN WITNESS HEREOF the Regional District and the Contractor have executed this Agreement as of the day, month and year first above written.

The Corporate Seal of the
REGIONAL DISTRICT OF NANAIMO)
 was hereto affixed in the presence of:)
)
)

_____))
 Chairperson) (seal)

_____))
 Senior Manager Corporate Administration)

The Corporate Seal of the
COASTAL ANIMAL CONTROL)
SERVICES OF BC LIMITED)
 was hereto affixed in the presence of:)
)

_____))
 Contractor) (seal)
)
)

Attachment No. 3

AGREEMENT FOR KENNEL SERVICES

THIS AGREEMENT made this _____ day of _____ 2012.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

AND:

**THE BRITISH COLUMBIA SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS**
1245 East 7th Avenue
Vancouver, BC V5T 1R1
BC SPCA – Parksville-Qualicum Beach & District Branch

(hereinafter the “SPCA”)

WHEREAS the Branch utilizes its facility located at 1565 Alberni Highway, Parksville, BC to operate an animal shelter;

AND WHEREAS the Regional District of Nanaimo regulates dogs by Bylaw No. 941 and Bylaw No. 939 and amendments thereto, and requires a facility to house dogs that come into the custody of the Regional District of Nanaimo;

THEREFORE, in consideration of the covenants hereinafter contained the parties agree as follows:

1. DEFINITIONS

“**Animal Shelter**” means the BC SPCA facility at 1565 Alberni Highway, Parksville, where the Branch shelters stray and surrendered animals and provides kennel services such as accepting impounded dogs for board and care, seeks adoption of abandoned animals, and provides other associated functions.

“**Bylaws**” means the Dog Licensing and Regulation Bylaw No. 941 and Bylaw No. 939, and any amendments thereto,

“**Animal Control Officer**” means the person, from time to time, duly appointed by the Regional District of Nanaimo as the Animal Control Officer for the Regional District of Nanaimo.

2. TERM OF AGREEMENT

The term of the Agreement shall commence April 1, 2012, and end December 31, 2016, subject to earlier termination as herein provided. After December 31, 2016, the term of this Agreement shall be month to month unless the parties have otherwise agreed.

3. DUTIES OF THE REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo will pay to the SPCA \$20.00 per day per impounded dog for boarding services provided as outlined below, payable within 30 days of submission of boarding records to the Regional District of Nanaimo by the SPCA.

4. DUTIES OF THE SPCA

- a. Accept all dogs delivered to the Animal Shelter by the Animal Control Officer.
- b. Furnish daily to a maximum of seventy-two (72) hours, to all such dogs good and sufficient water, shelter, food and attendance;
- c. Provided the rightful owner claims his/her dog within seventy-two (72) hours of it being impounded, collect from the owner impoundment fees and fines as imposed by the Regional District of Nanaimo bylaw(s) before returning a dog to its owner. Where a dog has not been licensed, the Branch will ensure the owner purchases a current year Regional District of Nanaimo dog license before the dog is released;
- d. Where a dog is not claimed after seventy-two (72) hours of impoundment, release the dog to the custody of the Regional District of Nanaimo Animal Control Contractor;
- e. Hold in trust and remit on a monthly basis to the Regional District of Nanaimo 100% of impoundment fees and fines;
- f. During the seventy-two (72) hour impoundment period, contact the Animal Control Officer for approval prior to any emergency veterinarian services being provided for any impounded dog. If emergency veterinary services are approved by the Animal Control Officer, such fees will be paid for the by Regional District of Nanaimo;
- g. Provide the Animal Control Officer (who may pass it to his or her designate from time to time) a key and pass code to the SPCA facility in order to impound dogs picked up by the Animal Control Officer during hours that the shelter is un-staffed.
- h. Receive a ten (10) percent commission on all dog licenses sold by the SPCA. The SPCA shall submit all fees collected minus commission, along with the completed dog license applications, to the Regional District of Nanaimo on a monthly basis.
- i. Collect a one-time vaccination/deworming/parasite control fee from the rightful owner, in order to protect the health of the animals in the shelter.

5. INDEMNITY

The SPCA shall maintain comprehensive general liability insurance on terms satisfactory to the Regional District of Nanaimo, for the duration of this agreement. Such policy shall be written on a comprehensive basis with inclusive limits of not less than \$2,000,000 per occurrence including \$2,000,000 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damages or such higher limits as the Regional District of Nanaimo may require from time to time. The SPCA shall provide evidence of such insurance in a manner acceptable to the Regional District of Nanaimo. It is further the sole responsibility of the SPCA

to determine what additional insurance coverage, including Worker's Compensation, is necessary for its own protection. Any such additional insurance shall be maintained and provided at the sole expense of the SPCA.

6. AMENDMENT

The parties hereto may consent from time to time to amend the terms of the Agreement. Notice of a proposed change shall be made in writing to the other party (thirty) 30 days before the date upon which such amendment is to take effect, unless the notice period is waived by consent of both parties.

7. TERMINATION

Either party, upon (ninety) 90 days notice in writing to the other party, may terminate the Agreement, unless the notice period is waived by consent of both the Regional District of Nanaimo and the SPCA.

8. COMMUNICATIONS

The parties hereto agree that any communications or negotiations between the parties or amendments to the Agreement will be made by the SPCA's named appointee and the Manager of Building, Bylaw and Emergency Services for the Regional District of Nanaimo.

IN WITNESS HEREOF the parties hereto have set their hands and seals as of the day and year first above written.

The Corporate Seal of the BC SPCA was affixed in)
the Presence of)

_____) (seal)
(Officer))

_____)
(Signature of Contractor))

_____)
(Position))

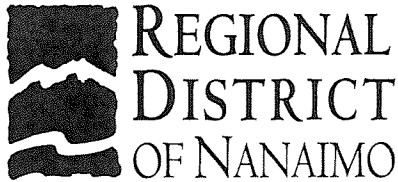
The Corporate Seal of the)
REGIONAL DISTRICT OF NANAIMO)
was affixed in the presence of:)
presence of:)

_____) (seal)
Authorized Signing Officer)

_____)
Position)

_____)
Authorized Signing Officer)

_____)
Position)



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
FEB 07 2012	
RHD	
BOARD	

MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: February 3, 2012

FROM: Ellen Hausman
Wastewater Program Coordinator

FILE: 5340-05

SUBJECT: GNPCC Biosolids Management Contract Short Term Extension

PURPOSE

To consider an extension to the Vancouver Island University biosolids management contract to provide opportunity to negotiate a new longer term partnership agreement for the management of biosolids from both the Greater Nanaimo and French Creek Pollution Control Centres.

BACKGROUND

In February 2007, the Board granted a three year contract, with a two year renewal option, to Vancouver Island University (VIU) for the hauling and beneficial reuse of Greater Nanaimo Pollution Control Centre (GNPCC) biosolids. Based on the success of the program, the Board extended the contract in February 2010 for an additional two years ending February 28, 2012. VIU has beneficially reused the GNPCC biosolids in a Forest Fertilization Project at the VIU woodlot.

To ensure continued beneficial use of GNPCC biosolids and to provide opportunity for RDN staff to develop a new long term agreement for the management of the biosolids from both GNPCC and French Creek Pollution Control Centre (FCPCC), staff have negotiated an extension to the existing management contract with VIU. Under the extension, the terms and conditions of the existing contract would remain in effect with the following modifications:

- RDN will assume the responsibility and cost of hauling the GNPCC biosolids to the VIU woodlot.
- Fee for service will remain at \$77 per tonne but now excluding transportation costs.
- The term of the agreement will be extended to June 30, 2012.

A draft amendment to the agreement has been prepared by RDN legal counsel and is attached as Appendix A.

Staff are also reviewing long term plans for the reuse of FCPCC biosolids. Biosolids from FCPCC are currently being managed under a contract with Sylvis Environmental Inc. (SYLVIS) that expires on September 30, 2013. Throughout the term of their contract with RDN, SYLVIS has partnered with VIU to have the FCPCC biosolids reused in VIU’s Forest Fertilization Project. While this arrangement has been working successfully, RDN staff recognize that there is an opportunity to establish a partnership arrangement and a single contract to manage all RDN biosolids.

Accordingly, staff initiated discussions with VIU and SYLVIS and both support developing a three-party agreement. VIU would continue to provide the land for biosolids application and focus on the education and research opportunities associated with the program. SYLVIS would provide operational services for land applications and provide technical support to VIU.

To date, management of the RDN's biosolids has been through service contracts with an emphasis on "disposal" of biosolids. An opportunity exists to develop a new partnership model with additional emphasis on education and research. VIU and SYLVIS are interested in participating in a five year trial beginning July 1, 2012. Once confirmed, details of this new partnership agreement will be presented to the Board for review and approval.

ALTERNATIVES

1. Extend the current VIU agreement for GNPCC biosolids to June 30, 2012 to provide opportunity for RDN staff to negotiate a new longer term partnership agreement for the management of biosolids from both GNPCC and FCPC.
2. Issue a Request for Quotes for the hauling and beneficial use of GNPCC biosolids.
3. Transport biosolids from GNPCC to the Regional Landfill for disposal.

FINANCIAL IMPLICATIONS

Alternative 1

The cost for VIU to beneficially use GNPCC biosolids is \$77 per tonne. The cost to transport the biosolids to the woodlot is \$16 per tonne. The total cost of the extension to the agreement will be approximately \$102,300 over the contract extension period.

Alternative 2

Staff believe there are currently no alternative options on Vancouver Island that will be able to provide this service at a competitive rate.

Alternative 3

The only other immediately available alternative is to take GNPCC biosolids to the Regional Landfill. The current rate for biosolids disposal at the landfill is \$115 per tonne plus transportation costs. The total cost of this option for the contract extension period would be approximately \$144,100. This alternative does not provide beneficial reuse of the biosolids.

SUSTAINABILITY IMPLICATIONS

VIU's Forest Fertilization Project is required to have a detailed operating plan compliant with the provincial Ministry of Environment's Organic Matter Recycling Regulation (OMRR) which governs the production, quality, and land application of certain types of organic matter. For biosolids, OMRR specifies requirements for vector attraction reduction, pathogen reduction processes and limits, quality criteria, sampling protocol, record keeping, setbacks, and application rates.

The safety of the VIU Forest Fertilization Project has been confirmed by a hydrogeological assessment conducted in 2003, which concludes that VIU's Forest Fertilization Project will not impact groundwater quality in any of the wells located in the region.

The beneficial reuse of biosolids in the VIU Forest Fertilization Project is considered an environmentally sustainable option, as it safely returns essential nutrients to existing soils low in nitrogen, phosphorus and organic matter, resulting in a significant improvement in tree growth rates. By contrast, burying biosolids in the Regional landfill is not considered to be a beneficial reuse option and would consume valuable landfill space.


SUMMARY/CONCLUSIONS

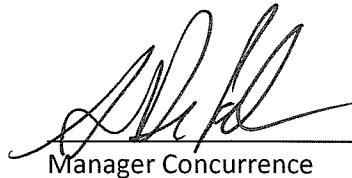
Greater Nanaimo Pollution Control Centre biosolids are currently being beneficially reused by Vancouver Island University in a Forest Fertilization Project. The current contract will expire on February 28, 2012. To ensure the continued reuse of GNPCC biosolids and to provide opportunity for staff to develop a new long term agreement for the management of the biosolids, RDN staff have negotiated a short term extension to the existing contract to June 30, 2012. The terms and conditions of the existing contract remain in effect except that the RDN will assume the cost and responsibility for transporting the biosolids from GNPCC to the Vancouver Island University woodlot.


RDN staff will be using this contract extension to negotiate a new longer term partnership agreement between the RDN, Vancouver Island University and Sylvis Environmental Inc. for the management of biosolids from both GNPCC and FCPC. This provides an opportunity for the RDN, VIU and Sylvis to develop a new partnership model with an emphasis on education and research. Details of this new partnership agreement will be presented to the Board for review and approval.

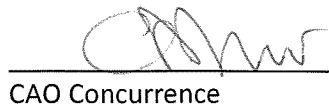
RECOMMENDATION

That the Board approve an extension to the Vancouver Island University biosolids management contract to June 30, 2012, to provide opportunity for staff to negotiate a new longer term partnership agreement for the management of biosolids from both the Greater Nanaimo and French Creek Pollution Control Centres.

for 
Report Writer


Manager Concurrence

ALCM 
General Manager Concurrence


CAO Concurrence

DRAFT

AMENDING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2012.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road
Nanaimo, B.C.
V9T 6N2

(the "RDN")

OF THE FIRST PART

AND:

VANCOUVER ISLAND UNIVERSITY

900 Fifth Street
Nanaimo, B.C.
V9R 5S5

("Contractor")

OF THE SECOND PART

WHEREAS the RDN and Malaspina University College entered into an agreement dated the 19th day of March, 2007 (the "Initial Agreement") for the processing of Biosolids from the Greater Nanaimo Pollution Control Centre ("GNPCC").

AND WHEREAS Malaspina University College is now known as Vancouver Island University.

AND WHEREAS the RDN and the Contractor wish to amend the Agreement.

NOW THIS AGREEMENT WITNESSES that in consideration of the covenants and agreements set out below, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the RDN and the Contractor agree as follows:

1. Section 1 (**Definitions**) is amended by:
 - (a) deleting the definition of "**Biosolids**" and replacing it with the following:

"**Biosolids**" shall mean municipal sewage sludge generated from the GNPCC that has been treated such that it has a minimum solids content of 25% and meets the definition for Class A or Class B Biosolids as specified in the *Organic Matter Recycling Regulation* as amended from time to time."

(b) deleting the definition of "**Force Majeure**" and replacing it with the following:

"**Force Majeure**" includes labour disruption, strike and lockout."

(c) deleting the definition of "**Processing Facility**" and replacing it with the following:

"**Processing Facility**" shall mean the Contractor's wood lot facility operated by or on behalf of the Contractor, at the Contractor's sole cost."

2. Section 3.0 (**Services**) is amended as follows:

(a) by deleting section 3.0 (a) and replacing it with the following:

"(a) provide all necessary equipment, vehicles, facilities, materials, labour, and supervision and generally perform all Work in order to accept, store, process and make beneficial use of Biosolids generated at the GNPCC at the Processing Facility:

(i) in accordance with the intent of the Contractor's Proposal dated January 29, 2007 except to the extent that such Proposal conflicts directly with the terms of this Agreement;

(ii) the provisions of this Agreement, including the Operation Specifications attached as Schedule A;

(iii) all applicable local bylaws, statutes and regulations."

3. Section 4.0 (**Term**) is amended as follows:

(a) by deleting section 4.0 in its entirety and replacing it with the following:

4.0 Term

The Term of this Agreement shall end on June 30, 2012."

4. Section 5.0 (**Payment of Fees**) is deleted and replaced with the following:

5.0 Payment of Fees

5.1 Fee for Service

During the Term of the Agreement, the RDN will, on receipt of an invoice and supporting documentation, pay to the Contractor as full compensation for the performance and fulfilment of this Agreement, the sums of monies on a unit basis as set out below:

(a) \$77.00 per cubic metre of Biosolids delivered to, weighed and beneficially used at the Processing Facility, calculated on the basis that each load of Biosolids hauled from the GNPCC and delivered to the Processing Facility in accordance with this Agreement is equivalent to 10 cubic metres

(assuming that 1 cubic metre is equivalent to 1 metric tonne).”

5. Section 9.0 (**Property in Biosolids**) is deleted in its entirety and replaced with the following:

“9.0 Property in Biosolids

Property in the Biosolids shall pass to the Contractor at the time of delivery of the Biosolids to the Processing Facility.”

6. Section 11.0 (**RDN Representative’s Status**) is amended as follows:

(a) by deleting “General Manager of Environmental Services” and replacing it with “Manager, Wastewater Services”.

(b) by deleting the second paragraph of section 11.0 and replacing it with the following:

“The RDN Representative has the authority to ensure the proper execution of the Work in accordance with the provisions of this Agreement.”

7. Section 25.0 (**Payment Withheld**) is amended by deleting paragraph (d).

8. Schedule “A” – (OPERATING SPECIFICATIONS) is amended as follows:

(a) Section 3.0 (COLLECTION) is renamed “3.0 DELIVERY”;

(b) Sections 3.1 to 3.4 are deleted in their entirety and replaced with the following:

“3.1 The Contractor shall accept Biosolids at the Processing Facility not less than three (3) times per week on dates and times to be agreed by the parties and, failing agreement, as determined by the RDN acting reasonably, between the hours of 8:00 a.m. to 4:30 p.m. Monday to Friday except statutory holidays.

3.2 If the Contractor is unable to accept Biosolids at the Processing Facility due to snow conditions, road closures, *Force Majeure*, or any other circumstance, the Biosolids will, in that circumstance only, be disposed at the Regional Landfill at the expense of the RDN. The disposal of Biosolids that are the subject of this Agreement at the Regional Landfill for any reason other than snow conditions, road closures, or *Force Majeure* will be considered a breach of the Contractor’s obligation to perform the Work.”

(c) Section 5.0 (HAULING) is deleted in its entirety.

(d) Section 6.0 (MEASUREMENT OF QUANTITIES) is amended by deleting section 6.1 in its entirety and replacing it with the following:

“6.1 Measurement of Biosolids is calculated on the basis that each load of Biosolids delivered to the Contractor at the Processing Facility in accordance with this Agreement is equivalent to 11 cubic metres (assuming 1 cubic metre is equivalent to 1 metric tonne).”

9. RATIFICATION

Except as expressly amended by this Agreement, the parties ratify and confirm the Initial Agreement. The Initial Agreement and this Agreement shall be read and construed as one document.

10. TIME

Time shall remain of the essence of the Initial Agreement and this Agreement.

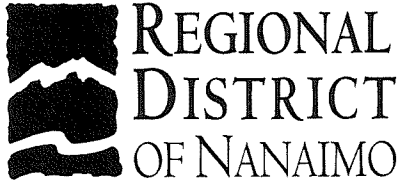
11. COUNTERPARTS

This Amending Agreement may be executed in counterparts and when the counterparts have been executed by the parties, each originally executed counterpart, whether a facsimile, photocopy, scanned or electronically reproduced copy, or original, will be effective as if one original copy had been executed by the parties to this Amending Agreement.

IN WITNESS WHEREOF the parties hereto have set their hands as of the day and year first above written.

REGIONAL DISTRICT OF NANAIMO)
by its authorized signatories)
)
)
_____)
Chief Administrative Officer)
)
)
_____)
Senior Manager of Corporate Administration)

VANCOUVER ISLAND UNIVERSITY by its)
authorized signatories)
)
)
_____)
Name:)
)
)
_____)
Name:)



RDN REPORT	
CAO APPROVAL <i>[Signature]</i>	
EAP	
COW	✓
FEB 03 2012	
RHD	
BOARD	

MEMORANDUM

TO: John Finnie
General Manager, Regional and Community Utilities

DATE: January 30, 2012

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-01

SUBJECT: Bylaws 1654 & 1655 - Water User Rate Amendments 2012

PURPOSE

To obtain Board approval for proposed water user rate amendments.

BACKGROUND

Water user rates in all the Regional District of Nanaimo (RDN) water service areas are proposed to increase by 2% in accordance with the 2012 Financial Plan and to be in effect for May of 2012. Water user rates for the eight RDN water service areas utilize a single rate structure based on an inclined block rate which provides an incentive for reduced water consumption while increasing the cost of higher consumption.

Prior to 2007 the then seven RDN water service areas had individual rate structures that did not reflect the relationship between the cost of water delivery and the rates paid by consumers. A new rate structure was approved by the Board in 2007 after staff completed a comprehensive rate review which included significant consultation with water service area user groups. The primary purpose of the new rate structure was to establish a conservation based approach to pricing. With the inclined block rate structure the cost of water increases with use. Consumer costs for the quantity of water used are directly related to consumption.

In May of 2011 the Board approved the reorganization and updating of the rates and regulations bylaws governing the water service areas. Prior to this reorganization each water service area operated under its own bylaws which governed rates, sprinkling regulations, connection fees and regulations associated with the operation of the system. While the rates were the same in each area there were a number of minor inconsistencies in the regulations bylaws. Establishing a single bylaw for rates and a single bylaw for regulations maintained consistency and improved the administration of those bylaws.

Proposed Rate Change

Below are two tables illustrating the existing rates and proposed rates for 2012. The structure on which the rates are established does not change, only the rates for the various blocks of water use change. The structure is referred to as an “inclined block” and is typically utilized to encourage water conservation and minimize resource waste.

The existing water user rates in the RDN water service areas are;

Minimum Daily Rate	Consumption in cubic metres					
	Up to 0.7 m ³	.71 to 1.4 m ³	1.41 to 2.1 m ³	2.11 to 2.8 m ³	2.81 to 3.5 m ³	over 3.51 m ³
\$0.27	\$0.90	\$1.04	\$1.31	\$1.56	\$2.08	\$3.12

It is proposed that water user rates be increased as of May 2012 by 2% which results in the following;

Minimum Daily Rate	Consumption in cubic metres					
	Up to 0.7 m ³	.71 to 1.4 m ³	1.41 to 2.1 m ³	2.11 to 2.8 m ³	2.81 to 3.5 m ³	over 3.51 m ³
\$0.28	\$0.92	\$1.06	\$1.34	\$1.60	\$2.13	\$3.19

Whiskey Creek

As the Whiskey Creek water system was a newly acquired system in 2011, separate rates and regulations were established for the Whiskey Creek Water Service Area to accommodate a flat rate structure until the system could be aligned with the other water service areas in 2012. The bylaw changes recommended in this report include the Whiskey Creek Water Service Area in the new rates and regulations bylaws.

ALTERNATIVES

1. Approve the proposed water user rate amendments and associated bylaw changes.
2. Do not approve the proposed water user rate amendments and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Under Alternative 1, the ongoing maintenance, upgrades and improvements under the system capital plans can proceed as laid out in the 2012 financial plan. The rate structure was developed to provide the necessary funding required for ongoing operation of the water service areas.

Under Alternative 2, there would be no increase to the water user rates resulting in a reduction in financial support for the operation of all RDN water service area systems. Funding reductions would result in reduced operational activity including regular system maintenance and upgrades. Staff do not recommend this alternative.

SUSTAINABILITY IMPLICATIONS

Sufficient funding levels support the effective operation of the eight regional water systems and allow for continuous improvement in the provision of safe water.

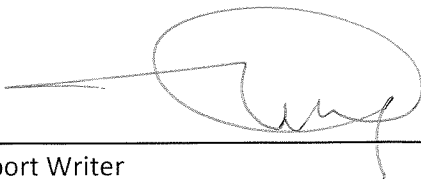
SUMMARY

It is recommended that the water user rates be increased in accordance with the 2012 financial plan complete with associated bylaw changes to include all RDN water systems in updated regulation and services fees and charges bylaws.

The updated user rate increase of 2% is in accordance with the 2012 Financial Plan and supports the ongoing maintenance and upkeep of RDN water systems. The recommended bylaw updates will also include the newly acquired Whiskey Creek Water Service Area.

RECOMMENDATIONS

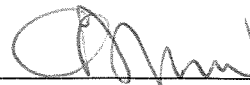
1. That "Whiskey Creek Water Service Rates and Regulations Bylaw No. 1636, 2011" be repealed.
2. That "Regional District of Nanaimo Water Use Regulation Bylaw No. 1639, 2011" be repealed.
3. That "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1640, 2011" be repealed.
4. That "Regional District of Nanaimo Water Use Regulation Bylaw No. 1654 2012" be introduced and read three times.
5. That "Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012" be adopted
6. That "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012" be introduced and read three times.
7. That "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012" be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1654

A BYLAW TO REGULATE THE TERMS AND CONDITIONS UNDER WHICH WATER IS TO BE SUPPLIED AND USED IN REGIONAL DISTRICT OF NANAIMO WATER SERVICE AREAS

WHEREAS the Regional District of Nanaimo Water Use Bylaw No. 1639, 2011 amalgamated all water service area regulation bylaws, except for the Whiskey Creek Service Area, into one regulation bylaw that applies to all water service areas listed in this bylaw;

AND WHEREAS the Board wishes to include the Whiskey Creek Water Service Area in this bylaw;

AND WHEREAS Section 796.2 of the *Local Government Act* provides that a Board may, by bylaw, regulate and prohibit in relation to a regional district service;

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

1. Definitions

In this bylaw:

“Appliance” means a device or mechanism, other than one owned and operated by the Regional District, in or through which water is piped or used for a domestic or commercial purpose.

“Applicant” means a property owner or agent making application for a Service Connection to supply water from the System.

“Backflow” means the flow of water or other liquids, gases or solids from any source in the reverse direction back into the water System.

“Backflow Assembly Tester” means a person holding a valid certificate from the American Waterworks Association, British Columbia Section for testing backflow prevention assemblies and approved by the Regional District of Nanaimo.

“Backflow Preventer” means a mechanical apparatus installed in a water system that prevents backflow of contaminants into the potable water System and meets the design and installation criteria requirements of the CAN/CSA standards B64. 10-01 / Series-01 or most current edition.

“Board” means the Board of the Regional District of Nanaimo.

“Boulevard” means that portion of any highway other than the paved, improved or main traveled roadway, driveway or sidewalk and includes any landscaped median.

“Building” means any structure that is used or intended to be used for the purpose of supporting or sheltering any use or occupancy.

“Building Inspector” means an individual designated by the Board as a Building Inspector for the Regional District;

“Bylaw Enforcement Officer” means a person appointed by or contracted by the Regional District of Nanaimo to enforce this bylaw.

“Commercial” means, in this bylaw, use for the operation of a trade or business, and includes uses such as institutional, industrial, but not residential use.

“Consumer” means a person to whom water is supplied under this bylaw.

“Cross Connection” means any actual or potential physical connection whereby the Regional District Water System is connected, directly or indirectly, with any non-potable or unapproved private water supply system, sewer, drain, conduit, well, pool, storage reservoir, plumbing fixture, or any other device which contains, or may contain contaminated water, liquid, gases, sewage, or other waste, or unknown or unsafe quality which may be capable of imparting contamination to the public water supply as a result of backflow.

“Curb Stop” means a shut-off valve installed by the Regional District with a protective housing to the surface of the ground.

“Divert” means to send on a course or in a direction different from the planned or intended one.

“Domestic” means water for household purposes, such as drinking, food preparation, bathing, washing clothes and dishes, flushing toilets, and watering lawns and gardens.

“Disconnect/Disconnection” means the turning off, or a physical separation of the Consumer Supply Line from the Regional District water system.

“District” means the Regional District of Nanaimo.

“Dwelling Unit” means one or more rooms for residential occupancy connected together with facilities for living, sleeping, cooking and having a separate entrance.

“Exempted Person” means an Owner or Occupier of property identified in Schedule ‘A’ as exempt from one or more of the regulations under this bylaw.

“Fill” means fill more than 15% of the total capacity of a residential swimming pool, wading pool, hot tub, garden pond or decorative fountain with water.

“General Manager” means the General Manager of the Regional District of Nanaimo Regional and Community Utilities Department or alternate.

“Household Use” means the use of water for ordinary domestic activities customarily incidental to the residential use of land including culinary, sanitary and laundry purposes.

“Hydrant” means a device equipped with special threaded connections owned and maintained by the Regional District within a highway, right of way, easement or on Regional District property, connected to a water main to supply water for fire protection purposes.

“Improper” means not suitable or not appropriate, or potentially causing harm.

“Manager of Financial Services” means an individual designated by the Board as the Manager of Financial Services for the Regional District;

“Manager of Water Services” means the Manager of Water Services of the Regional District of Nanaimo Regional and Community Utilities Department or alternate.

“Meter” means a device that measures and records the quantity or flow of water.

“Micro-irrigation or Drip-irrigation System” means a system using irrigation components which consume less than 90 litres (20 gallons) per hour and operate at less than 17,578 kg/sq. metre (25 psi) to deliver water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays), point source emitters and linear tape systems as defined in the BC Trickle manual prepared and published by the BC Ministry of Agriculture and Food, Resource Management Branch (issue 1999), but does not include weeper or soaker hoses.

“Multi-Family Dwelling” means developed land whereon more than one residential dwelling unit is located, and shall include, but not be limited to duplexes, triplexes, apartment houses, condominiums, townhomes, attached single-family homes, boarding houses, and group homes.

“Newspaper” has the same meaning as in the *Local Government Act*.

“Occupier” has the same meaning as in the *Local Government Act*.

“Owner” has the same meaning as in the *Local Government Act*.

“Parcel of Land” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

“Plumbing Fixture” means any one of or any combination of a sink, shower, washing or bathing tub, washing machines or any equipment intended to be used for washing or rinsing.

“Premise/Premises” includes land, buildings and structures.

“Private” means premises or a water system not owned or operated by the Regional District.

“RDN” means the Regional District of Nanaimo.

“Reconnect/Reconnection” means to turn on, or physically connect the Consumer Supply Line to the Regional District water system.

“Regional District” means the Regional District of Nanaimo.

“Residential” means the premises at which household use activities take place, and excludes commercial uses.

“Restricted Hours” means those time periods during which outdoor watering is permitted as specified in this bylaw.

“Service” has the same meaning as in the *Local Government Act*.

“Service Area” means a water service area as listed in Schedule ‘D’.

“Service Line” means a Water Service Connection.

“Single Family Dwelling Unit” means a detached dwelling designated for or occupied exclusively by one family and owned or leased by the occupants on a continuing basis for 30 days or more per year.

“Sprinkler” means a hose connected or other sprinkler system but excludes a micro-irrigation or drip-irrigation system.

“Stage” means the Stages 1, 2, 3 and 4 of water conservation levels prescribed in Schedule ‘A’ of this bylaw.

“System” means the water distribution system owned and operated by the Regional District.

“Terms” means a statement of what is required as part of an agreement.

“Unit” means a self-contained space with a separate entrance that has a plumbing fixture or fixtures.

“Vehicle” means a device, except boats and seaplanes in, on or by which a person or thing is or may be transported or drawn, except a device designed to be moved by human power.

“Water” means water supplied by the RDN directly or indirectly to an Owner or Occupier.

“Watering Days” means those days during which outdoor watering is permitted in Schedule ‘A’ of this bylaw.

“Water Main” means the water supply pipeline in a highway or district right-of-way or easement being part of the System.

“Water Rate” means an amount levied under Schedule ‘A’ of Bylaw No. 1654, cited as “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1654, 2012”.

“Water Service Connection” means a water supply pipe connected to the System and extending to the property line of the consumer for the purpose of conveying water to the consumer. A service connection shall include a water meter and a shut-off valve and shall be the property of the District.

“Water Use Restrictions” means the outdoor watering and water conservation levels prescribed in Schedule ‘A’ of this bylaw.

2. **Conditions of Supply**

- (1) The Regional District is not liable for any injury, damage or loss, including economic loss, to any person or property:
 - (a) arising or occurring from the use of water from the System;
 - (b) resulting from a failure of water supply to any Consumer;
 - (c) resulting from any impurity, lack of pressure, excess of pressure, or other condition affecting water supplied by the System.

3. **Illegal Connections and Temporary Water Use Connection**

- (1) No person may connect, or allow to be connected, or allow to remain connected any Premises to the System without prior written authorization from the Regional District, in accordance with Schedule ‘B’ of this bylaw.
- (2) Except for Fire Department use, no person shall connect, cause to be connected, or allow to remain connected any piping, fixture, fitting, container or Appliance to a fire hydrant, stand pipe or any other temporary water connection without first obtaining a Regional District of Nanaimo Fire Hydrant Use Permit, in accordance with Schedule ‘C’ of this bylaw.

4. **Private Wells & Water Sources**

No person connected to the System may connect a private well or other water supply source to the System. Any person with a well or other water supply source connected to the System shall provide the Regional District with proof of disconnection.

5. **Tampering with the System**

- (1) No person may tamper with, operate, remove or make any alteration or connection to any hydrant, standpipe, meter, curb stop, valve, pumping station, reservoir chamber, or other fixture or appurtenance connected with the System without prior written authorization from the Regional District, in accordance with Schedules ‘B’ and ‘C’ of this bylaw;

- (2) A person must not willfully damage, destroy, uncover, deface or otherwise tamper with any part of the System.
- (3) No pump, booster or other device shall be employed by a Consumer for the purposes of or having the effect of, increasing service line water pressures to higher than normal, without prior written authorization from the Regional District. The Regional District may, without notice, discontinue service to any customer employing such a pump, booster or other device.
- (4) Except as provided in Schedule 'B' of this bylaw, the General Manager shall prescribe all standards for the repair or alteration of a Water Service Connection and for any mains, pipes or Water Service connected or attached to the System.
- (5) No works of any kind connected to the System, either for the laying of new or repair of old service pipes, shall be done on or under any street or land within the Service Area by any persons other than a person authorized by the Regional District.

6. Water Use Restrictions

- (1) An owner or occupier of property must not divert water from the System to the benefit of any other parcel of land, premises or purpose, other than that permitted at the time of approval.
- (2) The Regional District may, with seven calendar days notice, disconnect the Water Service to any Premise for any of the following reasons and shall not be liable for damages resulting there from:
 - a. Failure to repair or replace defective pipes, fittings, valves, tanks or Appliances which are leaking or are otherwise not in a good state of repair and which are, or may become, a cause of water waste.
 - b. Illegal connections.
- (3) The Regional District may, whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the System or may regulate the hours of use, or may further prescribe the manner in which such water may be used. The Regional District may disconnect the water supply to any Consumer if it has reason to believe that the condition of the Consumer's service line poses a reasonable threat of contamination to the System.
- (4) No person shall damage or allow the deterioration of any Appliance that will result in a waste of water.
- (5) No person, being an Owner or Occupier of property that is connected to or serviced by a water System, shall use water or cause water to be used contrary to the water use restrictions that are in effect at the time of use.

- (6) An RDN Bylaw Enforcement Officer has the authority to enter at all reasonable times on any property that is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or observed.
- (7) No person shall waste water by using more water than is required to provide a service, produce a product or complete a task, including, but not limited to, allowing a tap or hose to run water unnecessarily and over-watering plants or lawns.

7. Water Conservation Levels

- (1) Water Conservation Level 1 restrictions will automatically be in effect for the months of April, September and October in any year.
- (2) Water Conservation Level 2 restrictions will automatically be in effect for the months of May, June, July and August in any year.
- (3) Water Conservation Level 3 restrictions will only be imposed if required.
- (4) Water Conservation Level 4 restrictions will only be imposed if required.
- (5) Notwithstanding the application of Water Use Restrictions pursuant to Section 7 (1,2,3 & 4) of this bylaw, the Manager of Water Services shall recommend higher Water Conservation Levels as required.
- (6) The Manager of Water Services shall give notice, or cause notice to be given, to persons in the service area of the applicable Water Use Restrictions and when they take effect. Such notice shall be advertised in a Newspaper and posted on the RDN web site.
- (7) In making a determination under Section 7, the Manager of Water Services shall consider, but shall not be bound by, well levels, pumping hours, system pressures and reservoir levels.
- (8) Schedule 'A' prescribes the Water Use Restrictions and water conservation levels that are enforceable under this bylaw.

8. Permits, Exemption and Special Cases

- (1) The RDN may issue permits for special cases and in the manner prescribed in Schedule 'A'.
- (2) Exemptions and special cases to the regulations in this bylaw are prescribed in Schedule 'A'.
- (3) Exempted Persons and Permit holders are exempted from Section 7 to the extent permitted by Schedule 'A' and by the conditions in the Permit, where applicable.

9. Meters

- (1) Every water service connection shall be installed with a meter provided by the Regional District. The General Manager shall determine the size of meter required and the

Regional District shall cause the meter to be installed in a location convenient to system operations and maintenance.

- (2) No person shall in any way tamper with, operate or remove a water meter and associated works.
- (3) Owners, occupants or tenants shall ensure that landscaping does not interfere with access to the water meter or curb stop.

10. Service Connections

- (1) A Water Service Connection shall be installed in accordance with the requirements of the British Columbia Plumbing Code, and shall be constructed by the owner entirely at his/her own expense, in accordance with the specifications outlined in Schedule 'B' of this bylaw.
- (2) All persons shall maintain the Water Service Connection in good order and repair, and protect it from frost at their own risk and expense.
- (3) When a premise is vacated the property owner shall notify the Regional District to ensure the water supply is turned off.
- (4) Water Service Connection charges are provided in Schedule 'B' of "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012".

11. Fire Hydrant Use

- (1) Any requests for the use of a fire hydrant must be made by using the application form shown in Schedule 'C'.
- (2) Fire Departments are exempt from this permitting process.

12. Penalty

- (1) Any person who commits any act or offence or permits any act to be done in contravention of this bylaw commits an offence.
- (2) A person who commits an offence under this bylaw is liable on summary conviction to a penalty of not less than \$100.00 and not more than \$500.00 for a first offence; and for each subsequent offence, to a fine of not less than \$500.00 and not more than \$2,000.00, with the exception of outdoor watering infractions.
- (3) A person who contravenes the Water Use Restrictions set out in this bylaw commits an offence and is subject to a fine of \$50.00 for a first offence, \$150.00 for a second offence and \$300.00 for a third offence, plus costs in accordance with the Offence Act.

13. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012"

14. Repeal

The following bylaws, and any amendments thereto, are hereby repealed:

- (a) "Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636, 2011"
- (b) "Regional District of Nanaimo Water Use Regulation Bylaw No. 1639, 2011"

Introduced and read three times this 28th day of February, 2012.

Adopted this 28th day of February, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

1. **WATER CONSERVATION LEVEL 1** – Every Other Day Watering

April, September and October

During the months of April, September and October, no person shall:

- (a) use a sprinkler to water a lawn or garden growing on a property with
 - i. an even numbered address except on even numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 3 hours in each period;
 - ii. an odd numbered address except on odd numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 3 hours in each period.
 - iii. an address on Pylades Drive except on even numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 3 hours in each period.;
 - iv. an address on Bissel Road or Ingram Road except on odd numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 3 hours in each period;
 - v. an odd-numbered address from 1027 to 1117 Surfside Drive, or an odd-numbered address from 927 to 935 McFeely Drive, except on Tuesday, Friday or Sunday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 3 hours in each period;
 - vi. an odd-numbered address from 985 to 1021 Surfside Drive, or an even-numbered address from 982 to 1010 Surfside Drive, except on Monday, Wednesday or Saturday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 3 hours in each period; and
 - vii. an odd-numbered address from 965 to 977 Surfside Drive, or an odd-numbered address from 939 to 959 McFeely Drive, or an even-numbered address from 954 to 976 Surfside Drive, except on Tuesday, Thursday and Sunday between the hours of

6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 3 hours in each period.

2. **WATER CONSERVATION LEVEL 2 – Every Other Day Watering**

May, June, July and August

For the months of May, June, July and August, no person shall:

- (a) use a sprinkler to water a lawn or garden growing on a property with
 - i. an even numbered address except on even numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 2 hours in each period;
 - ii. an odd numbered address except on odd numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 2 hours in each period;
 - iii. an address on Pylades Drive except on even numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 2 hours in each period;
 - iv. an address on Bissel Road or Ingram Road except on odd numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 2 hours in each period;
 - v. an odd-numbered address from 1027 to 1117 Surfside Drive, or an odd-numbered address from 927 to 935 McFeely Drive, except on Tuesday, Friday or Sunday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 2 hours in each period;
 - vi. an odd-numbered address from 985 to 1021 Surfside Drive, or an even-numbered address from 982 to 1010 Surfside Drive, except on Monday, Wednesday or Saturday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 2 hours in each period; and
 - vii. an odd-numbered address from 965 to 977 Surfside Drive, or an odd-numbered address from 939 to 959 McFeely Drive, or an even-numbered address from 954 to 976 Surfside Drive, except on Tuesday, Thursday and Sunday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 2 hours in each period.

3. **WATER CONSERVATION LEVEL 3 – Every Other Day Watering**

If the Manager of Water Services gives notice that a reduction in water use is necessary requiring Water Conservation Level 3 Restrictions, no person shall:

- (a) use a sprinkler to water a lawn or garden growing on a property with

- i. an even numbered address except on even numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 1 hour in each period;
 - ii. an odd numbered address except on odd numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 1 hour in each period.
 - iii. an address on Pylades Drive except on even numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 1 hour in each period;
 - iv. an address on Bissel Road or Ingram Road except on odd numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 1 hour in each period;
 - v. an odd-numbered address from 1027 to 1117 Surfside Drive, or an odd-numbered address from 927 to 935 McFeely Drive, except on Tuesday, Friday or Sunday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 1 hour in each period;
 - vi. an odd-numbered address from 985 to 1021 Surfside Drive, or an even-numbered address from 982 to 1010 Surfside Drive, except on Monday, Wednesday or Saturday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 1 hour in each period; and
 - vii. an odd-numbered address from 965 to 977 Surfside Drive, or an odd-numbered address from 939 to 959 McFeely Drive, or an even-numbered address from 954 to 976 Surfside Drive, except on Tuesday, Thursday and Sunday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm, and for no more than 1 hour in each period.
- (b) wash sidewalks or driveways at any time using a hose.
 - (c) wash a vehicle or boat except by using a hand-held container or hose equipped with a shutoff device.
 - (d) operate or cause the operation of decorative fountains which do not use re-circulated Water.
 - (e) fill a residential swimming pool, wading pools, garden ponds or decorative fountains.

4. **WATER CONSERVATION LEVEL 4 – Comprehensive Watering Ban**

If the Manager of Water Services gives Notice that a reduction in Water use is necessary requiring Water Conservation Level 4 restrictions, no person shall:

- (a) water lawns or boulevards at any time including newly seeded or sodded lawns.

- (b) use a hose to wash exterior building surfaces including windows, parking lots, driveways or sidewalks.
- (c) operate or cause the operation of decorative fountains which do not use recirculated Water.
- (d) water trees, shrubs, flowers or vegetables except by:
 - i) hand using a hose with a shut-off device, by hand-held container.
 - ii) Micro-irrigation or drip-irrigation system between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm.
- (e) wash a Vehicle or Boat.
- (f) fill a residential swimming pool, wading pools, garden ponds or decorative fountains.

5. EXEMPTION PERMITS

- (a) A person who has installed a new lawn, either newly seeded or new sod, may apply to the Regional District of Nanaimo Water Services Department for a permit which will allow the new lawn to be sprinkled outside of permitted days, but within restricted hours. The permit shall be conspicuously displayed at the premises for which it was issued.
- (b) New sod or newly seeded lawn may be sprinkled for 14 days after installation, provided a permit pursuant to Subsection (a) has been issued for the premises at which the new lawn has been installed.
- (c) After expiration of a permit issued under Subsection (a), a person may apply for and may obtain subsequent permits under Subsection (a).
- (d) Permits will not be issued or be valid during Water Conservation Level 3 or 4 restrictions.

6. SPECIAL CASES

6.1 ALL USERS:

A person may:

- (a) water flowers, shrubs, trees or vegetables on days other than and including their assigned Water Conservation Level 1, 2 or 3 Watering days, providing Watering is done by hand using a hose with a shut-off nozzle or hand-held container.
- (b) water new trees and shrubs during installation and for the following 24 hours. Afterwards watering must comply with Water Conservation Level restrictions.
- (c) Use micro-irrigation or drip-irrigation systems during:

- (i) Water Conservation Levels 1, 2 and 3 to water trees, shrubs, flowers or vegetables at any time;
- (ii) Water Conservation Level 3 to water lawns, boulevards and playing fields on any day at any time but no more than once per week. Watering must take place during applicable restricted hours unless watering during these hours is not otherwise possible.
- (d) wash exterior building surfaces including windows, parking lots, driveways or sidewalks prior to the application of a product such as paint, preservative, stucco or preparation of a surface prior to paving or repainting of bricks.

6.2 COMMERCIAL PROPERTIES

Commercial Properties may vary hours of use with written permission of the Manager of Water Services. Requests for variations to this regulation must be made annually.

6.3 PUBLIC SERVICE AND UTILITIES

Public service premises and utilities may vary hours of use as required to accomplish maintenance and upkeep of public installations.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'B'

SERVICE CONNECTIONS

Installation and maintenance of water service connections inside property lines is the responsibility of the registered property owner.

Work on water service connections must not begin until the proper permits and authority have been obtained from the Regional District.

Quality of workmanship and materials are subject to approval by the Regional District before a water service connection will be activated.

Devices installed by the Regional District (i.e., curb stops, water meters, check valve, service boxes) are the property of the Regional District. Unauthorized connections, operation of valves, etc., may result in service disconnection.

Service Connections – Sequence of Events

1. An applicant for a Water Service Connection must make the application and must not connect any parcel of land to the system except in accordance with the following requirements:
 - (a) The applicant must apply to the Regional District for a Water Service Connection in connection with an application for a building permit where applicable or, where no building permit is required, on the application form provided by the Regional District.
 - (b) Following the acceptance of the application by the Regional District, the property owner must excavate a trench from the building or structure to be served by the Water Service Connection to the curb stop and must prepare a pipe bedding and lay pipe in the trench, which pipe is to be left uncovered until the inspection by the Regional District under Subsection (d).
 - (c) The property owner must contact the Regional District office to arrange for an inspection appointment of the curb stop pipe bedding and pipe installed under Subsection (b) and must not cover the pipe with soil or other cover material until the work has been inspected and approved by the Regional District in accordance with Subsections (d) and (e) and Section 2.
 - (d) The Regional District Building Inspector is authorized to inspect the trenching, pipe bedding, cover material and pipe.
 - (e) Following satisfactory inspection, Regional District staff may connect the Water Service Connection to the System.
2. Following the installation of the Water Service Connection, and provided that no leaks or problems are found, the property owner may cover the pipe and backfill the trench.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'C'

FIRE HYDRANT USE PERMITTING

1. Applications for a fire hydrant connection are to be made using the "Fire Hydrant Use Permit" Application form included in this schedule.
2. Fire Hydrant use will be approved at the sole discretion of the Manager of Water Services.
3. Fire Hydrant use permits will only be considered for works or activities being carried out within the permit application Water Service Area.
4. Fire Hydrant Use will not be granted for the purposes of water resale.
5. Fire Hydrant connections and disconnections will be made by RDN staff only.
6. Regional District of Nanaimo Staff will determine the allowable flow rate for each permitted use.
7. The Regional District of Nanaimo retains the right to disconnect any connection at any time.



WATER SERVICES DEPARTMENT
FIRE HYDRANT USE PERMIT
APPLICATION FORM



APPLICANT'S NAME: _____

MAILING ADDRESS: _____ Postal Code _____

TELEPHONE: _____ CELL: _____ FAX: _____ EMAIL: _____

- This application is for use of the fire hydrant located at _____
Anticipated for the period _____ to _____
For the following uses: _____
Project Description: _____
RDN Water Service Area: _____

I understand and agree to the following:

- Application fee is \$50.00
Fire hydrant use fee/deposit in the amount of \$500.00.
The fire hydrant may not be used until this Permit has been issued and the RDN staff have installed backflow prevention devices.
Fire hydrant use is restricted to only the above-noted uses that have been accepted by the Manager.
The Applicant may not leave the hydrant and associated equipment unattended.
The permit may be revoked by the RDN at any time, where deemed necessary.
On completion the RDN will inspect and maintain the hydrant as required, deduct a \$125 fee, any repair costs and water consumption fees from the \$500 deposit, and refund/invoice the balance to the Applicant.

SIGNATURE OF APPLICANT: _____ DATE: _____

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and RDN bylaws. If you have any questions about this collection, contact the Manager of Water Services at 6300 Hammond Bay Road in Nanaimo or by phone at 390-6560. Personal information or business information submitted on this form is not considered to be supplied in confidence. Applicant's initials _____

Water Services Department Use Only Below This Line

___ Permit Approved ___ Permit Denied for the following reasons: _____

_____ Date: _____ Hydrant # _____ Permit # _____

Manager of Water Services

Meter Reading at Start: _____ (m³)

Meter Reading at Completion: _____ (m³)

Application Fee (a) \$50.00 (11-__-__-98-00)

Damage Deposit (b) \$500.00 (14-35-00-00-00)

Refund equals the Damage Deposit less,

Less RDN inspection/maintenance fee (\$125) (c) \$125.00 (11-__-__-98-00)

Less costs for any damages (d) \$ _____

(12% HST) _____

Less water consumption at \$2.00/cubic meter

Consumption m3 _____ x \$2.00 = (e) \$ _____

Amount to refund or invoice (b minus c+d+e) \$ _____ (11-__-__-98-00)

Refund/Invoicing Approved by _____ Date: _____

Manager of Water Services

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'D'

WATER SERVICE AREAS

- (a) Nanoose Bay Peninsula established pursuant to "Nanoose Bay Peninsula Water Service Area Bylaw No. 867, 2005".
- (b) French Creek established pursuant to "French Creek Water Local Service Establishment Bylaw No. 874".
- (c) Melrose Terrace established pursuant to "Melrose Terrace Community Water Supply Service Area Establishment Bylaw No. 1397, 2004".
- (d) Surfside established pursuant to "Surfside Properties Water Specified Area Establishment and Loan Authorization By-law No. 694, 1985".
- (e) Decourcey established pursuant to "Decourcey Water Supply Local Service Area Establishment Bylaw No. 1096, 1998".
- (f) San Pareil established pursuant to "San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999".
- (g) Englishman River established pursuant to "Englishman River Community Water Supply Service Area Establishment Bylaw No. 1354, 2003".
- (h) Morningstar Creek established pursuant to "Morningstar Creek Water Local Service Area Establishment Bylaw No. 1125, 1998".
- (i) Whiskey Creek established pursuant to "Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636, 2011".

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655

**A BYLAW TO ESTABLISH FEES AND CHARGES FOR
REGIONAL DISTRICT OF NANAIMO
WATER SERVICES**

WHEREAS the Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1640, 2011 amalgamated all water rate bylaws, except for the Whiskey Creek Water Service Area, into one fees & charges bylaw that applies to all water service areas listed in this bylaw;

AND WHEREAS the Board wishes to include the Whiskey Creek Water Service Area in this bylaw;

AND WHEREAS in accordance with Section 803 of the *Local Government Act*, this bylaw authorizes the Regional District to recover service costs through the imposition of fees and charges;

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

1. Definitions

In this bylaw:

“Bill” means a water bill.

“Board” means the Board of the Regional District of Nanaimo.

“Fees & Charges” means an amount levied under Schedule ‘B’.

“Meter” means a device that measures and records the quantity or flow of water.

“Regional District” means the Regional District of Nanaimo.

“Service” has the same meaning as in the *Local Government Act*.

“Service Area” means the area in which a water service is being provided.

“Unit” means a self contained space with a separate entrance that has a plumbing fixture or fixtures.

“Water Bill” means a bill for an amount levied under Schedule ‘A’.

“Water Rate” means an amount levied under Schedule ‘A’.

2. **Application to Service Areas**

This bylaw applies to the service areas set out in Schedule 'C'.

3. **Water Rates, Fees & Charges**

The water rates, fees and charges set out in Schedules 'A' and 'B' are hereby imposed on the service areas set out in Schedule 'C'.

4. **Connections, Disconnections and Reconnections**

- (1) Connections are subject to the charges set out in Schedule B and processes set out in Bylaw No. 1639, cited as "Regional District of Nanaimo Water Use Regulation Bylaw No. 1639, 2011".
- (2) In the event of a disconnection, Schedule 'A' water rates shall be imposed on the basis of either the meter reading at the time of disconnection or the minimum rate, whichever is greater.
- (3) Reconnections are subject to the charge set out in Schedule 'B'.

5. **Bill Payment, Adjustments and Overdue Accounts**

- (1) Water bills will be issued semi-annually as follows:

- i. May 16th; and
- ii. September 16th.

The Regional District of Nanaimo may vary billing dates as it deems necessary or desirable.

- (2) Water bills are due and payable on the date set out in the bill.

Amounts owing for the current billing period will be discounted 10% if paid in full on or before the due date. No discount will be applied to accounts in arrears.

- (3) Billing complaints and requests for adjustments must be received by the Regional District within one year of the applicable bill's due date. Requests received after that time will not be considered.
- (4) Bill adjustment requests are subject to the fees set out in Schedule 'B'.
- (5) Any billing matters under dispute shall be resolved in accordance with Regional District of Nanaimo Adjustment for Water Leak Policy D1.1.
- (6) Water bills that remain unpaid after the 31st of December in any year shall be deemed to be taxes in arrears in accordance with the *Local Government Act*.
- (7) The Manager of Financial Services is authorized to make billing adjustments in accordance with applicable Regional District of Nanaimo policy.

6. Citation

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012”.

7. Repeal

The following bylaws, and any amendments thereto, are hereby repealed:

- (a) “Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636, 2011”
- (b) “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1640, 2011”

Introduced and read three times this 28th day of February, 2012.

Adopted this 28th day of February, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

WATER RATES

1. (a) Calculated on the average daily consumption per unit:
 - i) For the first 0.7 cubic meters per day, \$0.92 per cubic meter.
 - ii) From 0.71 to 1.4 cubic meters per day, \$1.06 per cubic meter.
 - iii) From 1.41 to 2.1 cubic meters per day, \$1.34 per cubic meter.
 - iv) From 2.11 to 2.8 cubic meters per day, \$1.60 per cubic meter.
 - v) From 2.81 to 3.5 cubic meters per day, \$2.13 per cubic meter.
 - vi) Over 3.51 cubic meters per day, \$3.19 per cubic meter.
- (b) Minimum rate is \$0.28 per day.
- (c) Un-metered connections - \$3.00 per day.
- (d) Schools – As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'B'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. **Connection Charges**
 - (a) To existing servicing connections \$ 580.00
 - (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

2. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

3. **Hydrant Use Fees**

Application fee payable on receipt of the application	\$ 50.00 (plus HST)
Inspection and Maintenance fee	\$125.00 (plus HST)
Damage deposit on RDN equipment*	\$ 500.00
Consumption charge per cubic meter	\$ 2.00

* Note: The damage deposit will be returned to the applicant less any other noted charges.

4. **Water Bill Adjustment Fees**

Administration Fee (all applications)	\$ 20.00 (plus HST)
Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00 (plus HST)
Meter Re-reading Fee (if requested by applicant)	\$ 50.00 (plus HST)
Meter Replacement Fee (if requested by applicant)	\$200.00 (plus HST)

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'C'

WATER SERVICE AREAS

- (a) Nanoose Bay Peninsula established pursuant to "Nanoose Bay Peninsula Water Service Area Bylaw No. 867, 2005".
- (b) French Creek established pursuant to "French Creek Water Local Service Establishment Bylaw No. 874".
- (c) Melrose Terrace established pursuant to "Melrose Terrace Community Water Supply Service Area Establishment Bylaw No. 1397, 2004".
- (d) Surfside established pursuant to "Surfside Properties Water Specified Area Establishment and Loan Authorization By-law No. 694, 1985".
- (e) Decourcey established pursuant to "Decourcey Water Supply Local Service Area Establishment Bylaw No. 1096, 1998".
- (f) San Pareil established pursuant to "San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999".
- (g) Englishman River established pursuant to "Englishman River Community Water Supply Service Area Establishment Bylaw No. 1354, 2003".
- (h) Morningstar Creek established pursuant to "Morningstar Creek Water Local Service Area Establishment Bylaw No. 1125, 1998".
- (i) Whiskey Creek established pursuant to "Whiskey Creek Water Service Area Rates and Regulations Bylaw No. 1636, 2011".



CAO APPROVAL	
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BOARD	

MEMORANDUM

TO: John Finnie
General Manager, Regional and Community Utilities

DATE: February 1, 2012

FROM: Mike Donnelly
Manager of Water Services

FILE: 0470-40-NCID

**SUBJECT: Infrastructure Planning Grant Program
Application on Behalf of the North Cedar Improvement District**

PURPOSE

To obtain Board support for the North Cedar Improvement District’s Infrastructure Planning Grant application for the North Cedar Improvement District Water System Study Update.

BACKGROUND

The North Cedar Improvement District (NCID) has requested Regional District of Nanaimo support for an Infrastructure Planning Grant application under the Ministry of Community & Rural Development’s Infrastructure Planning Grant Program (Appendix A). The NCID Water System Study Update is being carried out “to identify those areas that require immediate attention for repair, upgrade, and or replacement for continuance of operating and providing safe potable water”.

Improvement districts cannot apply directly to the Infrastructure Planning Grant Program however local government can do so on their behalf.

The proposed Water System Study Update appears to fit within the eligible projects for the program. The update is comprehensive and includes reviews of current system information and updates of water demand and supply, fire flow storage, water system analysis and proposals for system improvements. The quote for this work totals \$29,960.

ALTERNATIVES

1. Support the North Cedar Improvement District’s request for their grant application.
2. Do not support the request.

FINANCIAL IMPLICATIONS

There are no financial implications for the RDN with either alternative.

SUSTAINABILITY IMPLICATIONS

Engineering reviews are important components in planning for the long term water system viability. Ensuring capital and operational programs respond to system needs as the system grows are key to long term stability and sustainability.

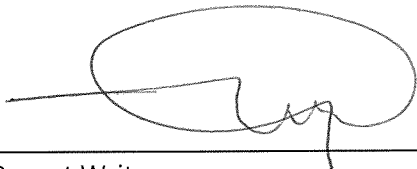
SUMMARY

The North Cedar Improvement District wishes to proceed with a Water System Study Update and has requested support from the Regional District of Nanaimo for an application under the Ministry of Community & Rural Development’s Infrastructure Planning Grant Program. The Ministry of Community & Rural Development requires the support of local government for grant applications originating from an improvement district.

Staff are recommending that the Board support the application to assist the NCID to undertake an engineering assets and needs assessment of their water system infrastructure.

RECOMMENDATIONS

1. That the Board support the North Cedar Improvement District grant application for the “Water System Study Update”.
2. That staff be directed to submit the grant application to the Ministry of Community and Rural Development on behalf of the North Cedar Improvement District.



Report Writer



General Manager Concurrence



CAO Concurrence



**BRITISH
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Ministry of
Community & Rural
Development

INFRASTRUCTURE PLANNING GRANT PROGRAM

APPLICATION FORM

PLEASE READ THE PROGRAM GUIDE before completing this Application Form. A separate Application Form must be completed for each project. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

This Application Form is designed to be filled in electronically using word processing software. If you have any questions, please contact Local Government Infrastructure and Finance by Phone: 250 387-4060, Fax: 250 356-1873 or Email: Infra@gov.bc.ca

For Administrative Use Only

A. Applicant Information

Legal Name of Applicant: North Cedar Improvement District		
Address: 2100 Yellow Point Road, PO Box 210		
Town/City: Cedar, BC	Postal Code: V9X 1W1	
Phone No: 250-722-3711	Fax No: 250-722-3252	Email Address: info@ncid.bc.ca
Primary Contact Name: Heather Sarchuk		
Title of Primary Contact: Administrator		

B. Project Description

Project Title: Water System Study Update
Brief Project Description (less than 200 words): See Attached Letter

C. Project Information

1. What are the main objectives of the project? To identify those areas that require immediate attention for repair, upgrade, and/or replacement for continuance of operating & providing safe potable water.
2. What is the estimated total cost of the project? See attached report from the Consultant
3. What is the estimated completion date of the project? See attached report from the Consultant
4. If multiple applications are being submitted, this project is ranked as priority out of applications.
5. The project will be completed by: <input type="checkbox"/> Local government staff <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Other (please specify):
6. a) Will the project enhance environmental protection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No b) If yes, describe:
7. a) Will the project improve public health and safety? IF the study identifies deficiencies that require repairs and/or replacement, allowing the district to provide a continued supply of safe potable water to our residents. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

IPGP_APPLICATION_FORM

Page 1 of 2



b) If yes, describe:	
8. a) Does the project support any community sustainability goals? A safe and secure water supply secures a healthy life style and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b) If yes, describe: provides enhanced fire protection.	
9. a) Does the project support the development or implementation of any long-term plans? e.g. Regional Growth Strategy, Liquid Waste Management Plan	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b) If yes, describe:	
10. a) Does the project use any innovative technologies or approaches?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b) If yes, describe:	
11. a) Will the project be developed in partnership with any organizations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b) If yes, list the partners and describe their role in this project:	
12. a) Will (has) this project receive(d) any funding or in-kind contributions from a third party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b) If yes, list the parties and describe the contributions:	
13. a) Will there be any public consultation and/or participation? The results of the study will be available to the public. Public	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b) If yes, describe: consultation & participation may come from within the document produced.	
14. a) What is the population of the community? 5,220	
b) What is the estimated population that will be served by this project? 3,089	
15. This application should be submitted with any supporting documentation that may help with the assessment process (e.g. terms of reference, consultant's proposal, letters of support). If applicable, please list the supporting documentation that will be submitted with the application.	
Engineers proposal, work program & fee estimate are attached.	
16. Does the Ministry have permission to share the information contained in this application with the Federation of Canadian Municipalities' Green Municipal Fund? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Please email the completed Application Form and any supporting documentation to: Infra@gov.bc.ca

Hardcopies can be mailed to: Ministry of Community and Rural Development
Infrastructure and Finance Division
PO Box 9838 Stn Prov Govt
Victoria BC V8W 9T1

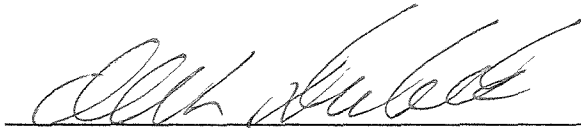

To complete the application process you must sign and mail the Certification Form to the address above. By signing the Certification Form you are certifying that the information contained in this application is to the best of your knowledge correct and complete. Applications are not eligible for assessment until the Certification Form is received by the Ministry of Community and Rural Development. The Certification Form can be downloaded from http://www.cd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm

To complete the application process applicants must complete, print, sign and mail this Certification Form to the Ministry of Community and Rural Development. This form is designed to be filled in electronically using word processing software. A separate Certification Form must be submitted for each project.

Applicants should be aware that information collected is subject to provincial freedom of information legislation.

For Administrative Use Only

Applicant Certification

Legal Name of Applicant:	North Cedar Improvement District	
Project Title:	NCID Water System Study Update	
Date Application Form was submitted:		
<i>I certify that the information contained in the Application Form for the above noted project is to the best of my knowledge, correct and complete and has been submitted with council/board concurrence.</i>		
Project Manager Signature: (e.g. Engineer, Planner)		
	Date: Jan 10/12	
Print Name: Oled Dubek	Title: P. Eng.	
Financial Officer Signature: (as per S.149 Community Charter)		
	Date: Jan 10/12	
Print Name: Heather Sarchuk	Title: Administrator	

Please mail the signed Certification Form to: Ministry of Community and Rural Development
Infrastructure and Finance Division
PO Box 9838 Stn Prov Govt
Victoria BC V8W 9T1

If you have any questions, please contact by Phone: 250 387-4060 Fax: 250 356-1873 or Email: Infra@gov.bc.ca



1st Team Consulting Ltd.

Civil Engineering
Land Planning
Landscape Architecture
Project Management

September 22, 2011

Our File No: 453-02-1.1

North Cedar Improvement District
2100 Yellow Point Road
Cedar, BC V9X 1W1

ATTENTION: Heather Sarchuk, Administrator

Dear Heather,

SUBJECT: Work Program and Fee Estimate for Water System Master Plan Update

We are pleased to submit our proposed work plan and associated fee estimate to produce an updated water system master plan for the North Cedar Improvement District that will serve as a benchmark for the existing water system, a plan for future improvements and a background document for an appropriate Capital Development Charge (CDC) or Capital Expenditure Charge (CEC) bylaw.

WORK PROGRAM

1.0 Base/Background Documentation

Several reports have been reviewed that will provide background information for the updated master water system plan. The review has allowed us to gain an appreciation of the current water system and review previously proposed system improvements. The reports reviewed included the following:

- *Water Model Update Summary Report* – C₄ Engineering Ltd, April 2001
- *2003 Water System Study Update* – McElhanney Consulting Services Ltd., September 2003
- *2008 Water System Study Update* – McElhanney Consulting Services Ltd., October 2008

As well as supply reports consisting of:

- *Completion Report Test Drilling and Construction and Testing of North Cedar Well No. 6 in North Well Field* – Pacific Hydrology Consultants Ltd. October 1992
- *North Cedar 2007 Implementation Program Phase 1 – Hydrogeological Investigations* – Hodge Hydrogeology Consulting, November 2007
- *Aquifer and Wellhead Protection Plan for Wilkinson Road Water Supply Wells at NCID* - Payne Engineering Geology, June 2008
- *Stage 3 Hydrogeology Study for Production Wells 1, 3, and 6 NCID* – Payne Engineering Geology, August 2011.

In addition to the above listed documents, the current Waterworks Standards and Service Regulations Bylaw No. 349 and in particular Schedule A – NCID Standards for Public Water Systems and Street Lighting was reviewed to investigate current design criteria for water demands, storage and population. A site tour of the main components of the NCID water system will be conducted and will include the supply well site, disinfection facility, Lazy Susan Booster Pump Station, Barnes Road Booster Pump Station, Barnes Road Reservoir and Glynneath Reservoir.

The next step is to gather design information on the supply wells and booster pumps including total dynamic head, pump curve and design philosophy. As well, yield tests for the three supply wells should be completed in order to confirm the actual amount of supply water that can be provided by the current wells. This will also determine if there is any spare capacity in the wells based on the current pumps that have been installed. The booster pump information will be used to confirm if the actual pump operation matches the design philosophy of these stations. The Lazy Susan booster station appears to be pumping 24 hours a day which longer than intended based on industry standards. Usually a station of this type would be activated only during periods of high demand.

The gathered information will be compiled into a concise format as part of the existing information section of the report. It will serve as an overview of the design parameters and operation philosophy of the main components of the water system. We will also list the current design criteria that are in the specifications and compare to industry standard. These will include water demand rates, fire flow standards, velocity in pipe limit, and storage volume formula. As well, a table of population per unit based on land use type will be produced. It will be based on densities from previous reports and local knowledge. The proposed parameters will be reviewed and confirmed with NCID.

We will meet with NCID staff to confirm the current service area and review areas where development proposals are located. As well, potential future sites based on zoning and land use plans as outlined in the 2008 water study will be review and revised as necessary with District staff. This will establish the current and future population base for the system.

2.0 Water Demands and Supply

Based on the existing and projected population, the average, maximum and peak hour demand rates would be calculated using accepted design criteria. The design criteria as listed in NCID engineering specifications will be reviewed and compared with figures used by other water purveyors and industry standard. This will include demand rates, pressure and design population. From our initial review of the specifications, the demand rates and design population unit rate may be need to be adjusted. Any proposed modifications will be discussed with NCID for approval. The maximum daily demand (MDD) rate would be compared to the existing well supply rate to establish if there is any spare capacity and/or if additional sources will be required in the near future. Potentially there may be additional capacity at the current well site according to a recent investigation by NCID's hydrogeologist. Yield tests of the current wells will also establish if all available capacity is being utilized.

3.0 Fire Flow and Storage

The first item for this task is to establish fire flow rates for the commercial and residential areas based on Fire Underwriters Survey Guidelines as identified in the current NCID Engineering Specifications. We will conduct a brief site reconnaissance of the various areas within the NCID service area and delineate estimated building sizes and construction type. The calculated fire rates will be tabulated and reviewed with NCID as the rate will have significant implications to the delivery systems as well as storage volumes.

The formula for calculating storage volume as described in the engineering specs will be compared to other Water District and MMCD criteria. Based on the fire flow rates and accepted design criteria, the desired storage volume for fire, equalization and emergency components will be calculated for present and future requirements. The existing capacities will be compared to the calculated requirements for present and future.

4.0 Water System Analysis

We have run the current NCID water model (WATSYS software) and it appears to be satisfactory. We propose to convert it to EPA Net (this is a simple conversion and we have found that the EPA Net software is more user friendly) and make some minor refinements to the model. The model appears to have been calibrated as part of the Water Model Update Report of April 2001. Additional hydrant testing at a few strategic locations may be necessary to confirm previous results and any identify any discrepancies. This will be confirmed once we have made several runs and compared results to previous measurements.

The model will then be used to establish system performance and determine system improvements for water delivery for the various demand and fire flow scenarios. The results of

the modeling will be used as the basis for proposing system improvements or modifications. The improvements proposed will be compared to those outlined in previous reports.

5.0 Proposed System Improvements

5.1 Watermains

The 2010 Water System Network plan will be used as a basis to show the performance of the existing system to meet maximum day demands and fire flow for residential use. A second plan for maximum day demand and fire flow for commercial/institutional use would also be produced. We will then show what system improvements would be necessary to meet design criteria (MDD plus Fire Flow) for current and for the next 10 year projection. The plan will also show the existing pressure zones, pumped zone (Lazy Susan Pump Zone) and locations of pressure control facilities along with the zones hydraulic grade line.

5.2 Storage

The existing Storage facilities as shown on the water system network plan will be updated to include capacity, top water level and reservoir base elevation. Proposed new facilities will be identified on the plan.

5.3 Supply

We will summarize the results of the supply requirements carried out in the previous task and outline future program requirements.

6.0 Cost Estimates and Prioritization

The costs of the proposed system improvements will be estimated and put into tabular form. The list of items will be compared to those previously produced to confirm which projects have been completed and which are new. The improvement items will be reviewed and prioritized for a works program. This list will be used as background and cost allocation for review if the current CEC bylaw needs to be updated.

A report will then be produced that will serve as a basis for the current water situation and for future expansion and upgrading of the system. The report will provide a concise document for the system and be related to the engineering specifications (and proposed design criteria changes) and CEC bylaw as well as serve as a template for the direction of future expansion for the NCID.

FEE ESTIMATE

The estimated fee for the above work program is summarized as follows:

1.0	Base/Background Documentation	\$6,330.00
2.0	Water Demands and Supply	\$2,300.00
3.0	Fire Flow and Storage	\$1,420.00
4.0	Water System Analysis	\$5,660.00
5.0	Proposed System Improvements	\$3,140.00
6.0	Cost Estimates and Prioritization	\$3,540.00
	<u>Report</u>	<u>\$7,570.00</u>
	Total Estimated Fees	\$29,960.00

The fee estimate does not include the HST, fire hydrant testing costs or hydrogeologist fees. A spreadsheet showing the fee breakdown for each task is attached to the end of this letter.

We hope that this program and fee estimate will be acceptable to the Board and should you have any questions, please feel free to call me.

Yours very truly,

1ST TEAM CONSULTING LTD.



Oleh Dubek, P. Eng.

OD/od

Fee Schedule

NCID – Water System Master and Ten Year Plan

ITEM #	TASK	Description	Oleh Dubek	James Rees	CADD	Clerical	Total Fees	Disbursements	TOTAL
			\$175.00	\$90.00	\$110.00	\$70.00			
1.0	Base/Background Information	Review/confirm design criteria, gather and review supply and booster pump operating criteria, review District Boundaries, potential development sites, review/convert water model	30	12			\$6,330.00		\$6,330.00
2.0	Water Demands and Supply	Calculate water demand rates for existing and proposed future populations. Investigate supply implications and further work	8	10			\$2,300.00		\$2,300.00
3.0	Fire Flow and Storage	Calculate fire flow rates and storage requirements for present and predicted future population	4	8			\$1,420.00		\$1,420.00
4.0	Water System Analysis	Run Model and review deficiencies to determine system improvements, review pressure zones	20	24			\$5,660.00		\$5,660.00
5.0	Proposed System Improvements	Based on modeling, outline water main improvements and storage requirements.	8	12	6		\$3,140.00		\$3,140.00
6.0	Cost Estimates and Prioritization	Cost Estimates, prepare revised list of all projects, prioritize and allot portions for existing users and new development	12	16			\$3,540.00		\$3,540.00
	Report	Prepare and submit Draft Report make revisions and submit Final Report	30	10	2	10	\$7,070.00	\$500.00	\$7,570.00
		TOTAL	112	92	8	10	\$29,460.00	\$500.00	\$29,960.00



RDN REPORT		
CAG APPROVAL <i>[Signature]</i>		
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BOARD		

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: January 24, 2012

FROM: Jeff Ainge
Zero Waste Coordinator

FILE: 5370-00

SUBJECT: Residential Curbside Collection Program Progress Report

PURPOSE

To provide the Board with a progress report on the residential curbside garbage, food waste and recycling collection program.

BACKGROUND

The RDN curbside collection service provides weekly collection to almost 27,000 households throughout the region, excluding the City of Nanaimo. The collection service is contracted to BFI Canada Inc. who operates from a facility in Parksville.

The RDN Zero Waste Plan identifies organics diversion as the primary means to reach the goal of 75% diversion of solid waste from the landfill. Commercial and residential food waste diversion programs are essential to achieving this target.

In April 2005, the Board approved a ban on the disposal of commercial food waste at solid waste facilities. In 2007, to assess the practicalities of a residential program, a residential field test was implemented on three collection routes.

As a result of the successful field test the Board directed staff to include the collection of food waste in the next RDN residential curbside collection contract. The City of Nanaimo council also approved City staff proceeding with food waste collection for their residents. The new contract for servicing the RDN collection program was awarded to Waste Services CA Inc. (now BFI Canada) in February 2010. A separate contract for organics processing was also awarded in February 2010, and significant upgrades to the Church Road Transfer Station were undertaken over the course of 2010 to enable the efficient transfer of food waste to the processing facility.

The 27,000 single family homes serviced under the RDN curbside collection program are located in the Regional District electoral areas and partnering municipalities of Lantzville, Parksville and Qualicum Beach. Food waste collection was implemented in those areas in October 2011. The City of Nanaimo chose to take a phased-in approach to accommodate the need for new collection vehicles. One third of their program customers (8,000) joined the 27,000 RDN program customers diverting food waste in October 2010, while the remaining 17,500 customers were brought online in October 2011.

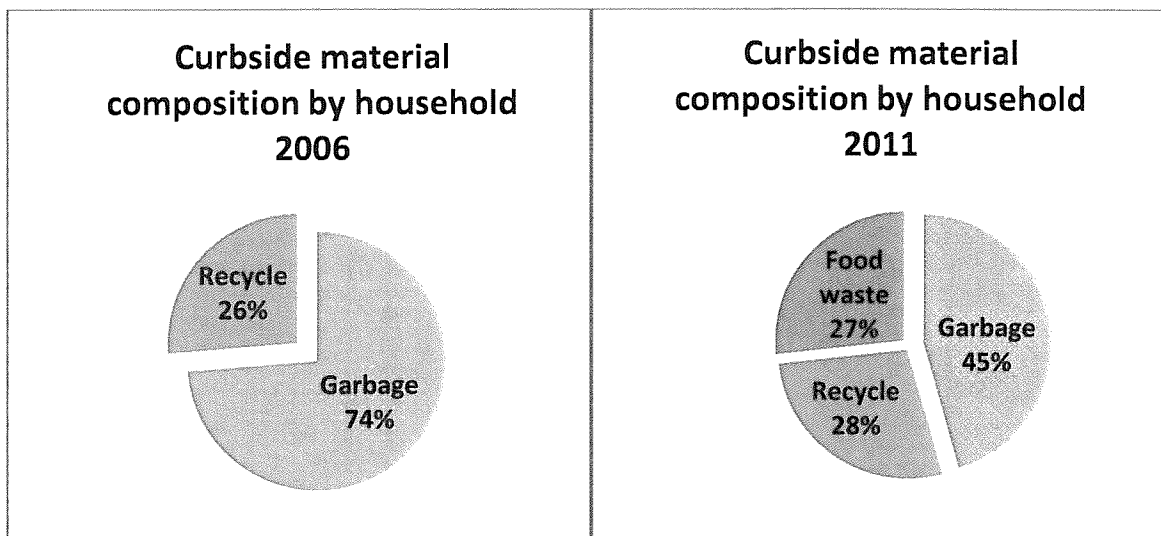
Other changes implemented at the time of the program change for RDN program customers include the utilization of split packer collection vehicles which has reduced the number of trucks on the routes without impacting performance or efficiency. The contractor has also developed a private recyclables transfer facility located near the Church Road Transfer Station which is proving to be very efficient in reducing truck turnaround times on the food waste and recycling collection days.

Diversion/participation:

Following the 2007-2008 field test which provided very useful data for the planning process, staff projected that 6,000 tonnes of food and kitchen waste could be collected annually from the 52,000 serviced homes across the region. When the remainder of the City of Nanaimo customers began food waste collection in October 2011, there was a significant jump in the monthly food waste tonnages being collected. The annual target of 6,000 tonnes will be met and likely exceeded for 2012 and beyond.

Residents have adapted very positively to the changes required by the new collection regimen as can be seen in the material weights breakdown shown in Table 1.

Table 1: Curbside material breakdown for RDN program customers 2006 and 2011



For the customers serviced by the RDN curbside program, when comparing 2006 with 2011 and taking into account the increase in the number of homes serviced over that time, the overall result of the introduction of food waste collection has seen a 47% reduction in the weight of household garbage collected at the curb. In terms of diversion rate, 55% of household waste is now being diverted from landfill – more than double the diversion rate in 2006. Staff at the City of Nanaimo reports very similar diversion rates for residents serviced by their collection program.

To compare our diversion performance against other jurisdictions such as those on the lower mainland, it is necessary to make an allowance for yard waste which is collected at the curb by many larger municipalities. By including a conservative estimate for self-haul yard waste from regional single family residences of 150 kg annually, the residential diversion rate increased from 55% to almost 70%.

Compostable liners:

Use of a liner in either the kitchen collector or curbside green bin is optional, however if a liner is used it must either be paper based or a certified compostable plastic. Collection staff estimate two-thirds (65 %) of program participants use some form of approved liner. Residents have indicated reasons for not using a liner include an unwillingness to purchase them, use of paper bags or empty waxed food or beverage cartons, or a willingness to clean out their containers on a regular basis.

During 2011 staff met with local representatives of two large grocery chains to explore the concept of having certified compostable bags available as carry-out grocery bags. Concerns were expressed by the store representatives regarding price, product quality and shelf-life, the ability of compostable plastic bags to carry often bulky and heavy groceries, as well as the need to special order for local stores compared with bulk ordering for the entire chain. These concerns mean that the option for compostable carry out bags at the grocery check-out is unlikely to be available in the immediate future.

While the opportunity to acquire compostable carry out bags at the store check-out counter might be welcomed by residents unwilling to purchase them, staff have received very few complaints regarding liner bag prices. Liner performance on the other hand continues to be a minor annoyance for some people who report some brands bags tear easily, sweat or leak, or start breaking down (decomposing) soon after being exposed to light, moisture and heat. Trying a different brand is the best advice in those situations.

Program administration:

An unintended consequence of the program change has been an increased administration load for the contractor, RDN and municipal staff. Although the bins are intended to stay with the home when people move, some tenants, landlords, and owners have taken the bins with them. This requires the new occupants to contact staff to arrange for a replacement. Bins do occasionally break or get reported stolen which also require replacements to be supplied. Tracking the provision of replacements and maintaining an inventory of available containers has required a level of staff involvement higher than anticipated when planning for the new collection program. Staff are considering the need to set in place a cost recovery mechanism for replacement containers.

Community outreach:

With the program changes there has been an increased interest in Zero Waste concepts and ways to apply the 3Rs of Reduce, Reuse, Recycle. During the 2011 summer months staff were invited to set up displays, or provide spoken presentations at a number of community events. These ranged from the high profile VIEX and Parksville Beach Fest to smaller localized events and community groups such as the Immigrant Welcome Centre. Staff anticipate this level of interest to stay high in 2012 with invitations to attend events and requests to provide assistance to organizers planning waste reduction at their events.

Ongoing collaboration:

Work with the municipal partners to continue the collaborative approach established in 2010 during the program changes has been ongoing. The RDN website's online collection calendar look-up feature now includes street addresses for Parksville and Qualicum Beach, and staff anticipate improved service address information being available on a regular basis from the municipalities. Program administrative protocols are being collaboratively worked on to ensure customers continue to receive a high level of service.

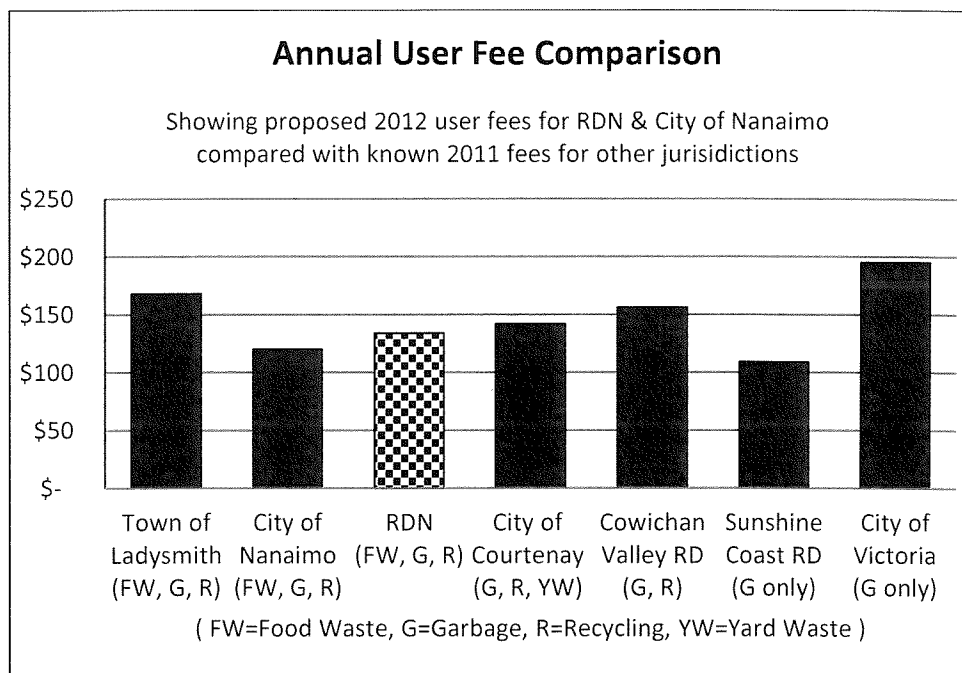
ALTERNATIVES

This report is being presented for information only.

FINANCIAL IMPLICATIONS

The Regional District curbside collection program is entirely funded by user fees. These fees are set each year and cover the expenses associated with collection (65%), disposal (19%), program communications (1%) and administration (15%). Table 2 (below) provides a comparison showing the materials collected by neighbouring jurisdictions programs, and their user fees.

Table 2: User Fee Comparison



INTER-DEPARTMENTAL IMPLICATIONS

Improvements to route mapping, compiling a consolidated customer database, house count tracking, efficient contractor invoice processing, and schedule look-up development were all achieved with considerable involvement of staff in the RDN GIS (Mapping) and Finance departments.

SUSTAINABILITY IMPLICATIONS

The curbside collection program contributes to the region’s sustainability by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing greenhouse gas emissions. In addition the local economy benefits from the private food waste processing facility employing people, investing in the area, and producing compost and soil amendments.

SUMMARY/CONCLUSIONS

The RDN is responsible for solid waste management in the region. This includes solid waste generated by residents (30%), businesses and institutions (50%) as well as by demolition, land clearing and construction activities (20%). In 2010, our award-winning Zero Waste Program achieved an overall 64% diversion rate from all three sectors and staff forecast that this rate will increase to 70% by the end of 2012.

With respect residential waste, the RDN curbside collection program provides collection service to almost 27,000 single-family households throughout the region. A further 25,500 homes are serviced by the City of Nanaimo. Residents have adapted very positively to the changes in their respective collection programs. The annual projected collection target of 6,000 tonnes of food and kitchen waste will be met and likely exceeded for 2012 and beyond.

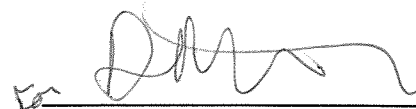
In terms of diversion from the residential sector, 55% of single-family household waste is now being diverted from landfill – for residents serviced by the RDN program that is more than double the diversion rate in 2006. To compare our diversion performance against other jurisdictions such as those on the lower mainland, it is necessary to make an allowance for yard waste which is collected at the curb by many larger municipalities. By including a conservative estimate for self-haul yard waste from regional single family residences of 150 kg annually, the single-family residential diversion rate increases to almost 70%.

RECOMMENDATION

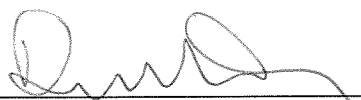
That the Board receive this report for information.



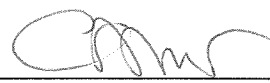
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

RDN REPORT	
CAC APPROVAL <i>[Signature]</i>	
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FEB - 7 2012	
RHD	
BOARD	
DATE:	

MEMORANDUM

TO: Carey McIver
Manager Solid Waste

February 2, 2012

FROM: Sharon Horsburgh
Senior Zero Waste Coordinator

FILE: 5365-00

SUBJECT: Multi-Family Housing Diversion Strategy Progress Report

PURPOSE

To provide a progress report on the implementation of the Multi-Family Housing Diversion Strategy.

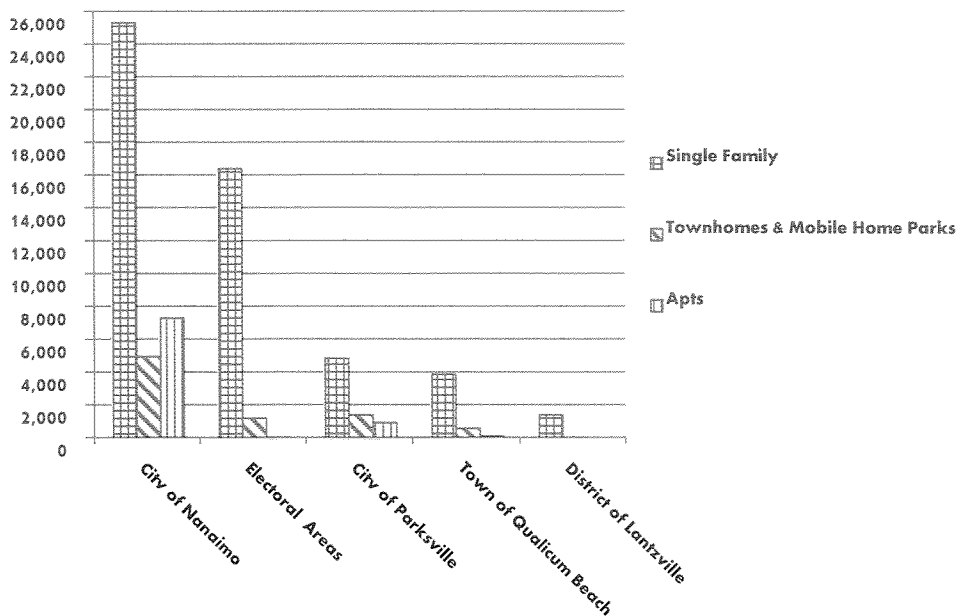
BACKGROUND

In November 2008 the Board approved the Multi-Family Diversion (MFD) Strategy to increase the level of recycling services available to residents living in townhouses, mobile homes, and apartments throughout the RDN. At that time staff estimated that 75% of multi-family buildings in the RDN had some level of private sector recycling service and that the service was limited to cardboard and paper only. Under the MFD Strategy, which integrates regulation, collaboration, education and enforcement initiatives, service levels have expanded and improved significantly to residents living in the multi-family housing sector.

Residential Housing Sector

Table 1 illustrates the regional distribution of residential housing units by housing type.

Table 1: Regional Distribution of Housing Units by Type



As indicated in Table 1, the residential housing sector consists of the following types of housing: single family housing which includes single family detached homes, duplexes and fourplexes (75%); and multi-family housing consisting of ground oriented townhouses and mobile home parks (12%) as well as multi-level apartments (13%).

Recycling Service Providers

In the residential housing sector, garbage, food waste and recycling collection services to single family dwelling units are provided by the public sector. Service delivery to the multi-family sector is primarily by the private sector. Table 2 provides an overview of garbage, food waste (FW) and recycling collection services in the City of Nanaimo (CON), Electoral Areas (EA's), City of Parksville (COP), Town of Qualicum Beach (TQB) and District of Lantzville (DOL) by housing sector and service provider.

Table 2: Garbage & Recycling Service Delivery by Housing Sector & Service Provider

Area	Single Family			Townhouses/MHPs			Apartments			Total Units
	Units	Garbage/FW	Recycling/FW	Units	Garbage	Recycling	Units	Garbage	Recycling	
CON	25,380	CON	CON	4,990	Private	Private	7,310	Private	Private	37,680
EA's	15,210	RDN	RDN	1,240	RDN	RDN	50	Private	Private	16,500
COP	3,450	RDN	RDN	1,420	RDN	RDN	950	Private	Private	5,820
TQB	3,900	TQB/RDN	RDN	610	TQB	RDN	130	Private	Private	4,640
DOL	1,420	RDN	RDN	50	RDN	RDN	0	-	-	1,470
Total	49,360			8,310			8,440			66,110

As indicated in Table 2, the City of Nanaimo provides garbage collection, food waste and recycling services to single family households but not to multi-family townhomes, mobile home parks and apartments. The RDN provides garbage, food waste and recycling collection to single family households in the Electoral Areas, the City of Parksville and the District of Lantzville as well as recycling and food waste collection to the Town of Qualicum Beach, who provide their own garbage collection service to their residents.

However, with respect to ground-oriented townhomes and mobile home parks, unlike the City of Nanaimo, the RDN does provide service to this housing type. Under RDN Garbage and Recyclable Materials Collection Bylaw 1591, dwelling units located in a building or combination of buildings which comprises five or more dwelling units but does not include a resort, an apartment building or dwelling units a multi-level entry building, are considered to be equivalent to single-family.

Consequently, of the 66,110 units that make up the residential housing stock in the Regional District, approximately 52,680 units (80%) are provided with curbside recycling services by the public sector. The goal of the MFD Strategy is to ensure that the remaining 13,430 multi-family units, 12,300 units of which are within the City of Nanaimo, have access to on-site recycling services that are equivalent to those provided to the single-family housing sector.

Regulation

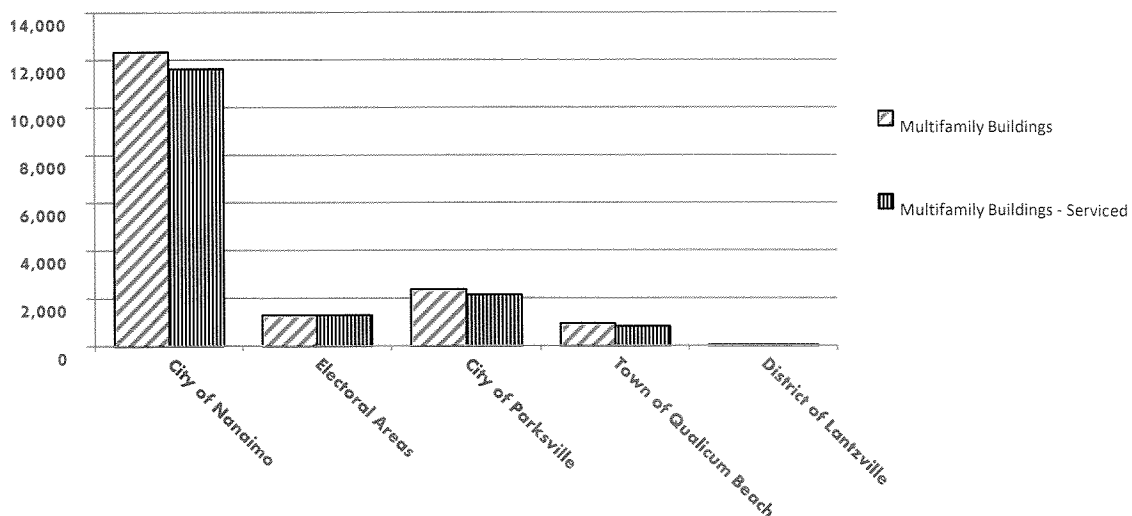
The RDN’s award winning Zero Waste Program has successfully implemented a regulatory approach to meet its aggressive waste diversion targets. RDN Solid Waste Management Regulation Bylaw 1531 prohibits the disposal of certain recyclable materials at RDN disposal facilities. Recyclable materials banned from disposal include: drywall (1991); corrugated cardboard (1993); recyclable paper, metal, tires (1997); commercial organic waste (2005); and garden waste, clean wood waste and stewardship materials (2007). In 2009, in accordance with the MFD Strategy household plastic containers and metal food and beverage containers were added to the list of materials prohibited from disposal at RDN solid waste management facilities. Although banned from disposal, these materials are still accepted at RDN disposal sites for transfer to licensed recycling facilities.

Collaboration

Under the Zero Waste Program, regulations are supported with collaboration, education and enforcement. With respect to the MFD Strategy, the RDN’s collaborative process included key stakeholders such as; private haulers, property owners and managers and strata council representatives. Staff met frequently with haulers and consulted with property owners and managers as well as strata council representatives through letters and onsite visits. Staff also facilitated feedback opportunities to garner input that assisted in developing educational materials to meet the stakeholder’s needs.

The fieldwork involved face to face meetings with building owners to verify onsite recycling services throughout the RDN. Based on observations staff have completed a comprehensive database with information such as contact information, number of units, hauler and level of recycling activity for 535 separate multi-family complexes. Through this database staff is able to identify where service levels need to be improved in order to comply with the RDN’s material bans and to ensure the hauling community is positioned to meet the growing demands of this sector. Based on this database, Table 3 indicates the number of multi-family housing units that have access to on-site recycling services that are equivalent to those provided to the single-family housing sector.

Table 3: Multi-Family Dwelling with On-site Recycling Services



As indicated in Table 3, the MFD strategy has significantly improved access to recycling services in the multi-family housing sector. Currently, 94% of multi-family units have full access to onsite recycling collection services for cardboard, newsprint, paper products, household plastic containers and metal food and beverage containers.

Education

Education has been essential to the success of the Zero Waste Program. Staff has developed a suite of informational and promotional materials for building owners, property managers, strata councils and haulers. Key messaging created an awareness of the landfill bans, which helped to support private haulers as they sought to increase their recycling services.

Based on the database, staff has sent congratulatory letters to multi-family complexes that have full access to recycling services. Those complexes that are under-serviced or have no access to service have been sent letters and educational materials outlining the RDN's landfill material bans. These complexes have been advised to contact their hauler to improve onsite recycling services.

Enforcement

To ensure compliance with material disposal bans, RDN staff will be meeting with the owners or managers of the 6% of multi-family units that do not have adequate access to service. The goal of these inspections will be to determine whether there are legitimate barriers to service, such as lack of space for collection containers, or simply an unwillingness to participate. In the latter case, staff has the ability to surcharge any loads coming to the landfill that include banned materials. This approach has been successful in promoting compliance.

Next Steps

A significant number of multi-family residents have expressed interest in the green bin program. These requests are currently forwarded to private sector haulers to determine the site specific logistics of food waste collection. Consequently, as part of the Solid Waste Management Plan Review scheduled for 2012, staff will be investigating the potential for expanding the commercial food waste ban to include all residential food waste.

ALTERNATIVES

This report is being presented for information only.

FINANCIAL IMPLICATIONS

Under the Multi Family Diversion Strategy staff resources have been directed to stakeholder consultation, development of a database, and preparation of educational materials.

SUSTAINABILITY IMPLICATIONS

The RDN is responsible for solid waste management in the region. This includes solid waste generated by residents (30%), businesses and institutions (50%) as well as by demolition, land clearing and construction activities (20%). In 2010, the Zero Waste Program achieved a 64% diversion rate and staff forecast that this rate will increase to 70% by the end of 2012. The MFD Strategy has contributed to this high level of waste diversion by encouraging the expansion of recycling service levels to residents living in the multi-family housing sector.

CONCLUSIONS

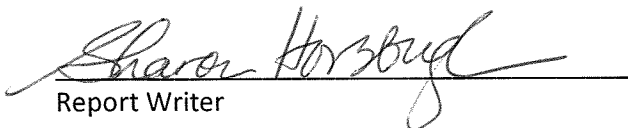
In November 2008 the Board approved the Multi-Family Diversion (MFD) Strategy to increase the level of recycling services available to residents living in townhouses, mobile homes, and apartments throughout the RDN. At that time staff estimated that 75% of multi-family buildings in the RDN had some level of private sector recycling service and that the service was limited to cardboard and paper only. Since then the MFD strategy has significantly improved access to recycling services in the multi-family housing sector. Currently, 94% of multi-family units have full access to onsite recycling collection services for cardboard, newsprint, paper products, household plastic containers and metal food and beverage containers.

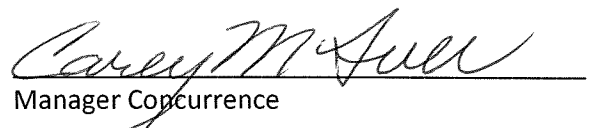
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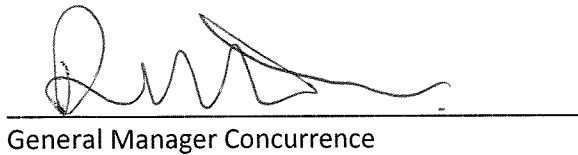
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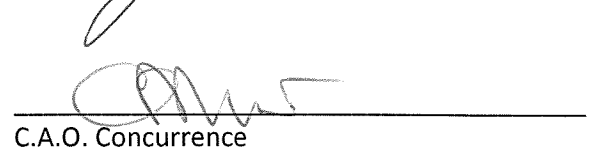
RECOMMENDATION

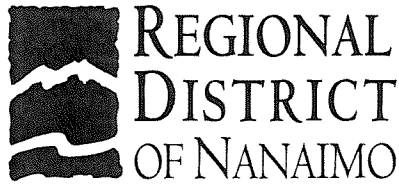
That the Board receives this report for information.


Report Writer


Manager Concurrence


General Manager Concurrence


C.A.O. Concurrence



CAO APPROVAL	
EAP	
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FEB - 7 2012	
RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste Services

DATE: February 1, 2012

FROM: Helmut Blanken
Superintendent Engineering & Disposal Operations

FILE: 2240-20 XCG

SUBJECT: Regional Landfill Comprehensive Engineering Consulting Services Contract Extension

PURPOSE

To consider extending the comprehensive engineering consulting services contract with XCG Consultants Ltd. for an additional two (2) years.

BACKGROUND

In January 2009 the Board awarded a contract to XCG Consultants Ltd. (XCG) to provide comprehensive engineering consulting services at the Regional Landfill for a period of three (3) years. The agreement, which expires in May 2012, allows for an extension of the contract term for an additional two (2) years at the option of the Regional District.

The consulting services provided under this contract include planning, design, tender, contract administration and engineering services during construction for approved capital projects at the Regional Landfill as well as operational support and trouble-shooting services related to landfill gas management, leachate management, storm water management, and cover systems. XCG also provide technical advice on the Nanaimo Bioenergy Centre, particularly with respect to the interaction between the RDN landfill gas collection and control system and the Cedar Road Bioenergy Facility.

These services are provided on an "as-required" basis with the scope of work and schedule determined for each project as needed. The cost for these comprehensive engineering services has been approximately \$1.0 million over the last three years for services associated with planned or completed capital projects (\$830,000) as well as operational and technical support (\$170,000).

Evaluation of Performance

During the last three years the Regional District has received excellent service from XCG Consultants Ltd. All projects adhered to their budgets and were completed in a timely manner. XCG Consultants Ltd. has also supported staff in the preparation and administration of contracts for landfill gas utilization and greenhouse gas reduction. Staff has found them to be competent, innovative, co-operative, and budget conscious.

ALTERNATIVES

1. Extend the comprehensive engineering consulting services with XCG Consultants Ltd. for an additional two years.
2. Do not extend the engineering consulting services contract and issue a new Request for Proposals.

FINANCIAL IMPLICATIONS

The proposed extension will be under the same terms and conditions as the existing contract. The contract awarded to XCG in 2009 provides for a high quality of service at competitive rates with the following value added benefits:

- No hourly fees for XCG staff travelling to Nanaimo (travel costs limited to disbursements only);
- No charge for minor tasks or technical support services requiring less than 30 minutes to complete;
- No mark-ups on sub-consultants and contractors;
- Four meetings per year at no cost to the RDN;
- Dedicated SharePoint folder to enable review of design documents and electronic archive of reports;
- Annual summary letter report outlining all capital projects undertaken during the preceding year and updating the capital cost estimate for projects to be undertaken in the subsequent year.

The hourly fees established in the 2009 contract were very competitive. The contract includes a clause for fee adjustments based on the consumer price index (CPI) up to a maximum of three percent per year. Staff believes that this clause provides fair fee adjustments.

XCG Consultants Ltd. is currently involved in a number of complex landfill projects such as the nature park development and north berm construction. Staff believes that there is value in retaining the existing consultants while these projects are completed. Given the excellent service provided by XCG Consultants over the three year contract term, staff considers that it would be in the best interests of the RDN to exercise the two year option contained within the current contract.

If the Board does not support the contract extension, staff will proceed to an RFP process.

SUMMARY/CONCLUSIONS

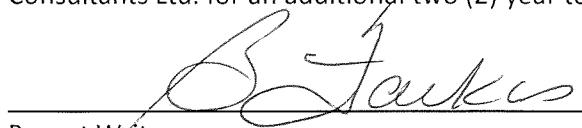
In January 2009 the Board awarded a contract to XCG Consultants Ltd. (XCG) to provide comprehensive engineering consulting services at the Regional Landfill for a period of three (3) years. The agreement, which expires in May 2012, allows for an extension of the contract term for an additional two (2) years at the option of the Regional District.


During the last three years the Regional District has received excellent service from XCG Consultants Ltd. All projects adhered to their budgets and were completed in a timely manner. XCG is currently involved in a number of complex projects such as the nature park development and north berm construction.

Staff believes that there is value in retaining the existing consultants for an additional two years while these projects are completed. Consequently staff recommends Alternative 1, that the contract be extended under the same terms and conditions.


RECOMMENDATION


That the Board extends the comprehensive engineering consulting services contract with XCG Consultants Ltd. for an additional two (2) year term expiring May 2014.



Report Writer
for 

General Manager Concurrence



Manager Concurrence


CAO Concurrence



RDN REPORT	
CAQ APPROVAL	
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RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: February 1, 2012

FROM: Helmut Blanken
Superintendent Engineering & Disposal Operations

FILE: 2240-20 CRA

SUBJECT: Regional Landfill Environmental Monitoring Services Contract Extension

PURPOSE

To consider extending the environmental monitoring services contract with Conestoga-Rovers & Associates (CRA) for an additional two (2) years.

BACKGROUND

The RDN has retained the services of environmental consultants to monitor, sample and report on ground and surface water and leachate trends at the Regional Landfill since 1989. Environmental monitoring is a requirement under the provincial Environmental Management Act.

In November 2008, the Board awarded a contract to Conestoga-Rovers & Associates (CRA) to provide professional services for environmental monitoring and reporting at the Regional Landfill for a period of three (3) years. The contract term was from December 2008 until December 2011, with reporting for 2011 completed by March 15, 2012. At the end of this term, the contract provides for a two year extension at the sole discretion of the Regional District.

The existing contract has a value of \$302,065 with yearly costs for monitoring and reporting of approximately \$100,000. Monitoring cost estimates were based on the monitoring program recommended in the Hydrogeological Study 2007, prepared by CRA. CRA has provided an updated cost estimate for the environmental monitoring for an additional two years. The annual costs for the upcoming two years are estimated at \$88,000 per year.

Evaluation of Performance

During the last three years the Regional District has received excellent service from CRA. They have conducted the monitoring events on time and met deadlines for the submissions of the Annual Operations and Monitoring Reports. The services were provided within budget. Staff found them to be competent, co-operative, and budget conscious.

ALTERNATIVES

1. Extend the environmental monitoring services contract with Conestoga-Rovers & Associates for an additional two (2) year term.
2. Do not extend the environmental monitoring services contract and issue a new Request for Proposals.

FINANCIAL IMPLICATIONS

The existing contract was based on fixed hourly rates for the contract period of three (3) years. The CRA cost estimate for an additional two (2) years includes an increase of 10% for engineering services and laboratory costs. Staff believes that a 10% increase in rates is reasonable however, due to the fact that the sampling frequency was reduced in 2011; the annual cost for the extension will be reduced from \$100,600 to \$88,000. Given the excellent service provided by CRA over the three year contract term, as well as the reduced cost of service, staff considers that it would be in the best interests of the RDN to exercise the two year extension option contained within the current contract.

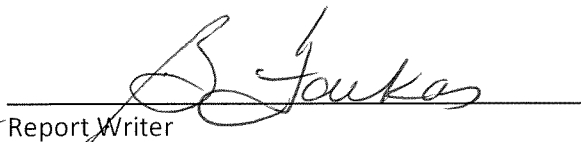
If the Board does not support renewing the contract, staff will proceed to an RFP process.


CONCLUSION


The RDN has retained the services of environmental consultants to monitor, sample and report on ground and surface water and leachate trends at the Regional Landfill since 1989. In November 2008, the Board awarded a contract to Conestoga-Rovers & Associates (CRA) to provide professional services for environmental monitoring and reporting at the Regional Landfill for a period of three (3) years with an option to extend for an additional two (2) years. CRA has provided excellent service to the RDN and the continuity of the monitoring is essential. Consequently staff recommends Alternative 1, that the contract be extended.


RECOMMENDATION

That the Board extend the contract for environmental monitoring services at the Regional Landfill with Conestoga-Rovers & Associates for a two (2) year term expiring March 2014 for a contract value of \$176,032.

for 
Report Writer


General Manager Concurrence

for 
Manager Concurrence


CAO Concurrence