

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, MARCH 13, 2012
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 6 **Chris Vrael, Campbell River Fire & Rescue**, re North Island 9-1-1 Corporation.
- 7 **Gordon Wyness, Electoral Area 'E'**, re Human Rights.
- 8 - 10 **Gordie Robinson, Nanaimo Marine Rescue Society**, re Functional Support for Nanaimo Marine Rescue Society.

MINUTES

- 11 - 16 Minutes of the regular Committee of the Whole meeting held Tuesday, February 14, 2012.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 17 - 23 **Rosemary Bonanno, Vancouver Island Regional Library**, re VIRL Future Facilities Planning Process.
- 24 - 26 **Jim Dias, Island Corridor Foundation**, re Grant Request.

UNFINISHED BUSINESS

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

- 27 - 35 Southern Community Economic Development Service Agreement.

FINANCE AND INFORMATION SERVICES

FINANCE

- 36 - 51 Fire Protection Service Agreement – Cranberry Fire Protection District.
- 52 - 59 Bylaws 1318.01, 1319.02, 1320.02, 1448.02 and 1449.01 – Bylaws to Amend the Port Theatre Contribution Service Requisition Limits.
- 60 -64 Port Theatre Society Agreement.
- 65 - 83 Operating Results for the Period Ending December 31, 2011.
- 84 - 92 2012 Use of Community Works Program Funds.
- 93 - 107 Bylaw 1658 – 2012 to 2016 Financial Plan.
- 108 - 125 2012 Parcel Tax Rate Bylaws 1567.03, 1568.03, 1569.03, 1336.09, 1483.06 and 1657.

DEVELOPMENT SERVICES

LONG RANGE PLANNING

- 126 - 136 2011 Statistics Canada Census Information.

CURRENT PLANNING

- 137 -139 Agricultural Area Plan – Phase 1: Background Report (Technical Background Report included as a separate enclosure).

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 140 - 145 Annual Wastewater Treatment Facilities Report - 2011.
- 146 - 149 Bylaws 1623.01 and 1656 – Authorize the Use of Development Cost Charge Funds.

WATER

- 150 - 159 Bylaws 867.06 and 1049.07 – Inclusion of 2020 Seahaven Road into the Nanoose Bay Peninsula Water Service Area.
- 160 - 164 Rainwater Management & Water Sustainability Inter-Regional Education Initiative.

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

165 - 169 Bylaw 1591.02 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw.

COMMISSION, ADVISORY & SELECT COMMITTEE

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

170 - 174 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 15, 2012. (for information)

District 69 Recreation Commission

175 - 178 Minutes of the District 69 Recreation Commission meeting held Thursday, February 16, 2012. (for information)

Emergency Management Select Committee

179 - 180 Minutes of the Emergency Management Select Committee meeting held Tuesday, February 21, 2012. (for information)

Regional Hospital District Select Committee

181 - 210 Minutes of the Regional Hospital District Select Committee meeting held Wednesday February 22, 2012. (for information)

Regional Hospital District 2012 Annual Budget Bylaw No. 153

1. That the 2012 Regional Hospital District annual budget be approved with the following components:

<i>Property tax requisition</i>	<i>\$</i>	<i>6,549,255</i>
<i>Capital grant allowance</i>	<i>\$</i>	<i>2,143,745</i>
<i>Major capital project funding (Emergency Department)-from annual grant</i>	<i>\$</i>	<i>1,200,000</i>
<i>Major capital project funding (Emergency Department)-additional from surplus</i>	<i>\$</i>	<i>300,000</i>

2. That "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012" be introduced and read three times.
3. That "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012" be adopted.

Request for Approval of 2012/2013 Capital Equipment and Minor Capital Project Lists

1. That the 2012/2013 list of capital equipment purchases with Regional Hospital District cost sharing in the amount of \$941,725 be approved.
2. That the 2012/2013 list of capital improvement projects with Regional Hospital District cost sharing in the amount of \$1,202,500 be approved.
3. That cost sharing for 2013/14 for capital improvement projects shown on the 2012/2013 list in the amount of \$1,083,397 be approved.

Approval to Use Unexpended Funds for Capital Improvement Projects

1. That the Vancouver Island Health Authority be authorized to submit a list of capital purchases/projects to use \$565,000 of unexpended 2006 and 2009 approved capital grants.
2. That the remaining unexpended funds in the amount of \$565,000 be applied to the Regional Hospital District's share of funding for the Emergency Department redevelopment project.

Bylaw No. 154 – to Authorize Borrowing for the Oceanside Health Centre

1. That correspondence be forwarded to the Vancouver Island Health Authority confirming the Nanaimo Regional Hospital District's commitment to the Oceanside Health Centre at 40% of a total budget of \$15.79 million.
2. That "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012" be introduced and read three times.
3. That "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012" be adopted.

Englishman River Water Service Management Board

211 - 215

Minutes of the Englishman River Water Service Management Board meeting held on Wednesday February 22, 2012. (for information)

That the ERWS Management Board authorize Amendment #1 to the professional services agreement with Associated Engineering (BC) Ltd. to complete the additional full scale ASR investigation for an additional \$228,943.

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)(c) and 90(1)(e) of the Community Charter the Board proceed to an In Camera meeting to consider labour relations and land issues.

Burgoyne, Linda

From: Chris Vrabel <Chris.Vrabel@campbellriver.ca>
Sent: Wednesday, December 21, 2011 2:17 PM
To: Burgoyne, Linda
Subject: Delegation request March 13, 2012 - North Island 9-1-1 Corporation

RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
FEB 27 2012	
RHD	
1-1 Corporation	

Hello,

I am requesting the opportunity to deliver a presentation to the Committee of the Whole regarding the North Island 9-1-1 Corporation. The presentation will be informational, and is intended to provide the audience with the historical facts and current events pertaining to NI 9-1-1 Corp.

As per our telephone discussion I am currently scheduled to make the presentation at 7:00pm on March 13, 2012.

Regards,

Chris Vrabel
Deputy Fire Chief,
North Island E911 Fire Dispatch Manager

Campbell River Fire & Rescue
675 - 13th Avenue
Campbell River, B.C. V9W 6C1
phone 250 286 6266
fax 250 286 4701
E-mail chris.vrabel@campbellriver.ca

Ohalloran, Matt

From: Rob Wyness <rwyness@shaw.ca>
Sent: Sunday, February 26, 2012 12:00 PM
To: Ohalloran, Matt
Subject: Topic Change

RDN REPORT		
CAO APPROVAL		
EAP	<input type="checkbox"/>	
COW	<input checked="" type="checkbox"/>	
FEB 27 2012		
RHD	<input type="checkbox"/>	
BOARD	<input type="checkbox"/>	

Hi Mat,

Sorry to bother you again.

I would like to change my topic for March 13 from "Smoke" to "Human Rights"

Thank you,

Gordon Wyness



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAR 06 2012	
RHD	
BOARD	



Nanaimo Marine Rescue Society

March 6, 2012

Committee of the Whole
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC
 V9T 6N2

Dear Chairman Stanhope and Board Members:

RE: Functional Support for Nanaimo Marine Rescue Society – Saving Lives on the Water

On behalf of the Nanaimo Marine Rescue Society we would request the opportunity to appear as a delegation at the next meeting of the Committee of the Whole to discuss the attached letter.

With your permission, we would like to show a brief video outlining our functions.

Thank you for your consideration.

Yours truly,

Gordie Robinson
 Past Station Leader
 Nanaimo Marine Rescue Society

cc: Mike Banning, Station Leader Elect



March 6, 2012

Regional Board
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C.
V9T 6N2

Dear Chairman Stanhope and Board Directors:

As you know, the Nanaimo Marine Rescue Society has been providing around-the-clock marine search and rescue response services and on-water safety education and training to the citizens of the greater Nanaimo area for over 20 years.

These services are one hundred percent provided by unpaid local community professionals with an annual contribution of thousands of volunteer hours dedicated to saving lives and protecting property.

Our station is one of the busiest in Canada, and we are extremely proud of our record for responses and callout readiness. We have consistently maintained a high standard of training and professionalism and are considered a flagship Station.

Recently, with the assistance of the Regional District of Nanaimo Board, and other significant community partners, we acquired a new state of the art all-weather fast response vessel. This vessel was named the J.C. McGregor after the first Nanaimo Yacht Club Commodore, recognizing our close and ongoing relationship with the Nanaimo Yacht Club and its membership. Recently, the Nanaimo Yacht Club has designated our 40 plus volunteers as honorary members in recognition of their commitment to community service and public safety. The new boat, combined with our second-line response vessel, represents a new pinnacle in response capability for protection of local persons and property. It has recently allowed us to pursue significant new functionalities; such as the emergency transport of patients requiring transport and paramedical services from Gabriola Island, Mudge Island and elsewhere within the region.

The establishment and maintenance of this unprecedented standard of local service requires resources, of course, and traditionally this has been 100% raised from community donors. Despite the name, Coast Guard Auxiliary, the only Federal governmental support we receive is for time on actual assigned search and rescue taskings and associated duties as specified by the Joint Rescue Coordination Centre. Federal funding is not available for boats, or the critical safety equipment necessary to undertake our role.

The Nanaimo Marine Rescue Society had the most active dedicated rescue vessel in the BC unpaid professional SAR fleet in 2011. We have reached the point in our maturation and sophistication where the Station would now like to see the Board place Nanaimo Marine Search and Rescue (SAR) on the identical level of basic financial and operational support as it has already had the wisdom to provide to Land SAR in the same service area. Accordingly, we are respectfully requesting that the Board expand the existing regional rescue function to include a parallel and equivalent amount to Marine SAR to that currently raised for Land SAR from citizens and taxpayers in Nanaimo City, the District of Lantzville, and Electoral Areas A, B and C. This relatively modest amount of some \$27,000/annum represents only \$.20 per \$100,000 of assessment, or **less than 75¢ per year for the average home** in the service area (see Regional Financial Plan Average Residential Class Value Average 370,000 for 2012). Basic support for this core public service, which is extremely cost effective relative to other protective services, will permit the Station to have a stable, predictable and secure revenue base to allow us to ensure that we can continue to provide the local community with the extremely high marine public safety service level that has come to be expected in the Nanaimo region.

On behalf of our dedicated community volunteers, we hope the Board will see fit to support us in the same way as they already support Nanaimo Land SAR, and we thank you for your consideration of this request.

Yours sincerely,



Gordie Robinson, Past Station Leader
Station 27, Coast Guard Auxiliary
Nanaimo Marine Rescue Society

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, FEBRUARY 14, 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
Director D. Johnstone	City of Nanaimo
Director T. Greves	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo

Regrets:

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
S. DePol	A/C 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 Directors McKay and Pattje to the meeting.

MINUTES

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the regular Committee of the Whole meeting held January 10, 2012 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Mike Wansink, INfilm, re Regional Film Forum.

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from INfilm be received.

CARRIED

Don, Alberg, Dashwood Volunteer Fire Department, re Upgrade/Renewal of the Dashwood Fire Hall.

MOVED Director Johnstone, SECONDED Director Lefebvre, that the correspondence from Dashwood Volunteer Fire Department be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

2012 – 2016 Proposed Financial Plan.

MOVED Director Holme, SECONDED Director Veenhof, 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.

MOVED Director Young, SECONDED Director Fell, that the 2012 to 2016 Financial Plan be amended to remove from year 2016 in the capital plan the amount of \$1.5 million for proposed seismic reconstruction of the Extension Fire Hall.

CARRIED

MOVED Director Willie, SECONDED Director Lefebvre, that the tax requisition for the Northern Community Wastewater budget proceed as budgeted with the inclusion of \$36,845 to address underground manhole location and repairs.

CARRIED

The question was called on the main motion, as amended.

The motion CARRIED.

DEVELOPMENT SERVICES

BUILDING, BYLAW & EMERGENCY PLANNING

Animal Control Service Agreements.

MOVED Director Johnstone, SECONDED Director Veenhof, 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.

CARRIED

MOVED Director Johnstone, SECONDED Director Veenhof, 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.

CARRIED

MOVED Director Johnstone, SECONDED Director Veenhof, 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

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

GNPCC Biosolids Management Contract Short Term Extension.

MOVED Director Bestwick, SECONDED Director Veenhof, 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.

CARRIED

WATER

Bylaws 1654 & 1655 – Water User Rate Amendments 2012.

MOVED Director Houle, SECONDED Director Lefebvre, that "Whiskey Creek Water Service Rates and Regulations Bylaw No. 1636, 2011" be repealed.

CARRIED

MOVED Director Houle, SECONDED Director Lefebvre, that "Regional District of Nanaimo Water Use Regulation Bylaw No. 1639, 2011" be repealed.

CARRIED

MOVED Director Houle, SECONDED Director Lefebvre, that "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1640, 2011" be repealed.

CARRIED

MOVED Director Houle, SECONDED Director Lefebvre, that "Regional District of Nanaimo Water Use Regulation Bylaw No. 1654 2012" be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Lefebvre, that "Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012" be adopted

CARRIED

MOVED Director Houle, SECONDED Director Lefebvre, that "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012" be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Lefebvre, that "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012" be adopted.

CARRIED

Infrastructure Planning Grant Program – Application on Behalf of the North Cedar Improvement District.

MOVED Director McPherson, SECONDED Director Ruttan, that the Board support the North Cedar Improvement District grant application for the "Water System Study Update".

CARRIED

MOVED Director McPherson, SECONDED Director Ruttan, 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.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

Residential Curbside Collection Program Progress Report.

MOVED Director Fell, SECONDED Director Johnstone, that the Board receive the Residential Curbside Collection Program Progress Report for information.

CARRIED

Multi-Family Housing Diversion Strategy Progress Report.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the Board receive the Multi-Family Housing Diversion Strategy Progress Report for information.

CARRIED

Regional Landfill Comprehensive Engineering Consulting Services Contract Extension.

MOVED Director Holme, SECONDED Director Ruttan, that the Board extends the comprehensive engineering consulting services contract with XCG Consultants Ltd. for an additional two (2) year term expiring May 2014.

CARRIED

Regional Landfill Environmental Monitoring Services Contract Extension.

MOVED Director Holme, SECONDED Director Fell, 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.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

INfilm, re Regional Film Forum.

MOVED Director Willie, SECONDED Director Greves, that the correspondence be referred to the Northern Community Economic Development Select Committee.

CARRIED

Dashwood Volunteer Fire Department, re Upgrade/Renewal of the Dashwood Fire Hall.

MOVED Director Greves, SECONDED Director Veenhof, that the correspondence be referred to staff for follow up.

CARRIED

NEW BUSINESS

District 69 Recreation Commission.

MOVED Director Fell, SECONDED Director Holme, that the Regional District Board appoint Leanne Salter as the Alternate Electoral Area 'F' Appointee to the District 69 Recreation Commission.

CARRIED

Vancouver Island Treaties Conference Registration.

MOVED Director Kipp, SECONDED Director Ruttan, that the Board authorize those Electoral Area Directors that wish to attend the Snuneymuxw First Nation / VIU Conference on pre-Confederation treaties being held on May 10 and 11, 2012 at VIU.

CARRIED

BC Hydro Smart Meters.

MOVED Director Houle, SECONDED Director Young, that the resolution endorsed at the August 23, 2011 Board meeting with respect to placing a moratorium on the mandatory installation of wireless smart meters be forwarded to the Provincial Government and BC Hydro.

CARRIED

Request for Groundwater Study on GNPCC & FCPC Biosolids at VIU Wood Lot.

MOVED Director Young, SECONDED Director Pattje, that staff be requested to prepare a report on the implications of undertaking a groundwater study on the application of biosolids at the VIU Wood Lot.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Bestwick, 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.

CARRIED

TIME: 8:16 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

January 4, 2012

Chair Joe Stanhope and Board
Nanaimo Regional District
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

CAO'S OFFICE	
CAO	GMR&S
GMDS	GMT&S
GMF&IS	GMR&CS
JAN 10 2012	
SMCA	BOARD
CHAIR	
<i>Board Correspondence Mar. 13/12</i>	

Dear Chair Stanhope and Board

Vancouver Island Regional Library (VIRL) is pleased to advise you that the Board has revised its Facilities Policy, including a facility decision process. For your convenience we have attached a copy.

To assist VIRL in our future facility planning process we would appreciate knowing if your community:

- Has any plans or concerns regarding the provision of library space;
- If so, when your community might be considering a new facility where a library might be housed;
- Any other pertinent information that might affect our planning process.

Vancouver Island Regional Library is vitally interested in being part of your planning process where library facilities are concerned. When responding, please consider that we already have several files open for new or expanded branches in:

- Bella Coola - nearing completion
- Quadra Island - nearing completion
- Cowichan Lake - at development permit stage
- Nanaimo North – at development permit stage
- Cumberland – in RFP stage
- Cortes Island – in negotiations
- Gabriola Island – in negotiations
- Sooke – about to proceed to public input stage

VIRL's priorities for facility development will be further refined once responses have been received and 2011 census data becomes available.

Your response, even if you have no current plans or concerns, would be appreciated.

Sincerely

A handwritten signature in black ink, appearing to read "Rosemary Bonanno". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Rosemary Bonanno, BA MLS
Executive Director
Vancouver Island Regional Library

Cc: Carol Mason, Chief Administrative Officer

Title:	Facilities
Approved:	June 2011
Revised:	

The purpose of this policy is to ensure facilities meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services system-wide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable.

Development of a Permanent Service Delivery Location

It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process.

Service Delivery Models

To maximize efficiencies and effectiveness VIRL will offer a multi-tiered service delivery model. Requests for contracting services from VIRL will be between the political jurisdiction and the Vancouver Island Regional Library Board. Discussions will not be undertaken with individuals or local interest groups. Support of the local jurisdictions is a prerequisite.

Books-by-Mail

Books-by-Mail is an individualized serviced offered to communities of less than 1,000 people. All requests are handled at the nearest resource hub.

Core Library

The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet, serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system. Core children's services (including programming) and services to targeted groups such as teens or seniors may

be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.

Community Library

The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.

Resource (Hub) Library

The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located. The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries. The resource hub library has an important role in supporting the print and non-print infrastructure of the library system through the development and provision of specialized in-depth collections and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.

eLibrary

It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination. Rather, technology will be expanded and used to enhance customer access to library services, whether from within library branches or from home, place of work, or other locations within the community. Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.

Standards

Standards may be defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.

VIRL will:

- Establish and maintain libraries according to the service delivery model.
- Locate facilities as best possible utilizing site selection criteria.
- Use a recognized source (PCensus or Stats Canada) to access population and demographic information on which to base needs for new or expanded facilities.
- Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.
- Recognize the difference between urban and rural delivery by:
 - Grandfathering existing sites in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
 - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report.
 - Consider one or more rural branches and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction.
- An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.
- Implement as opportunities arise the preferred ownership model.
 1. VIRL ownership
 2. Public sector ownership
 3. Private sector ownership

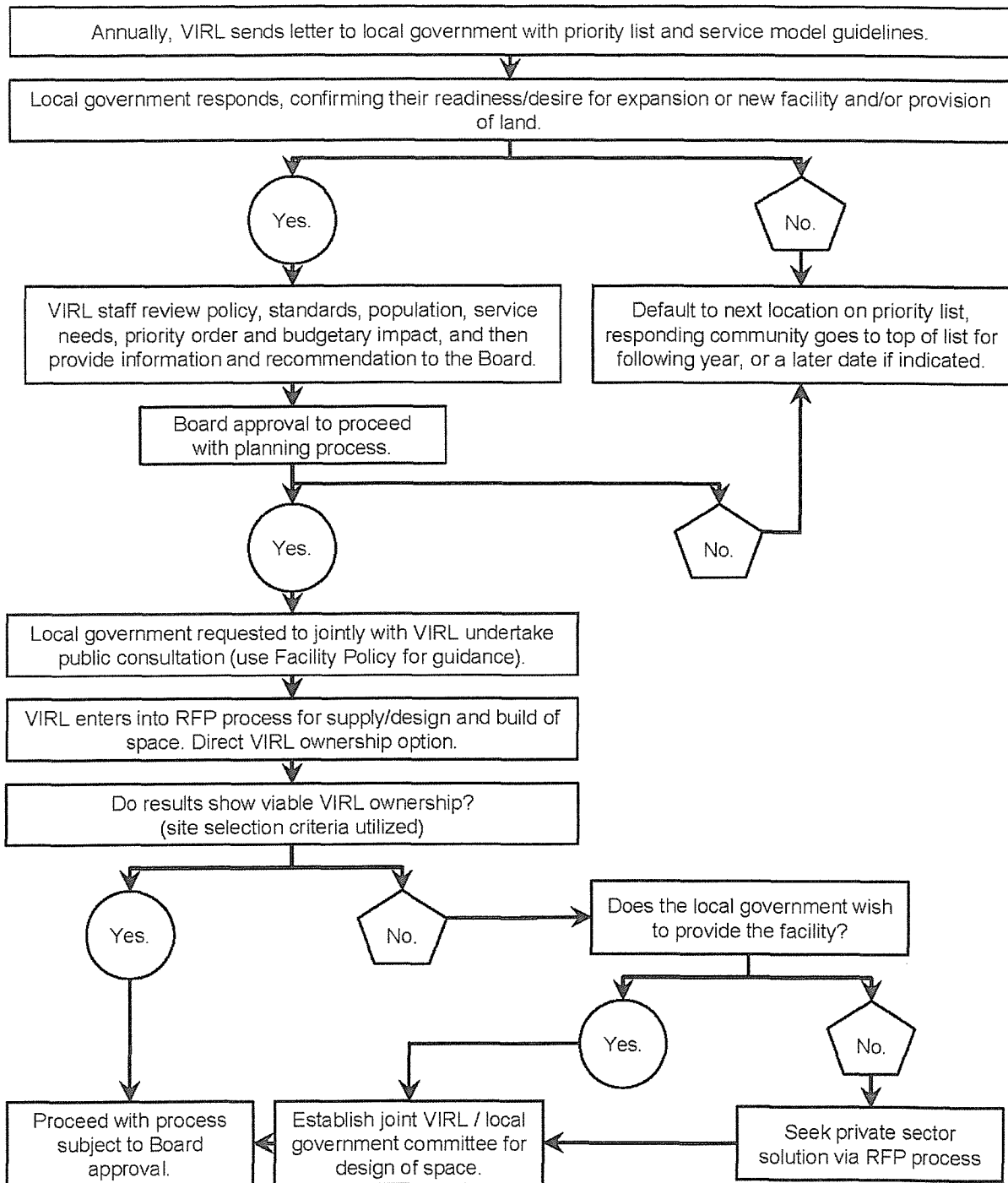
Prototype Library Program / Minimum 2,750 sq ft.

	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
Total	2,750	

Site Selection

		Site 1	Site 2	Site 3	Site 4	Site 5
Physical Site						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (ie flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
Site Access						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
Building						
13	Meets minimum area requirement (for branch size)					
14	Meetings building code standards					
15	Barrier free access					
15	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premise / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
Total (maximum score = 100)						

Facility Decision Process



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

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC, V9R 5B3

March 5, 2012

Attention: Carol Mason, Chief Administrative Officer

Dear Ms. Mason

RE: Grant Request

As mentioned during our recent telephone discussion, in addition to handling Administration & Municipal Liaison for the Island Corridor Foundation (ICF), I have taken over the file on taxation and Permissive Tax Exemption (PTE). All local governments are granting PTE on ICF lands within their respective jurisdictions. The majority are also now granting us the maximum 10 years permitted by legislation. Recently, we executed a master trails agreement with the RDN and its member municipalities. As a result of that agreement the City of Nanaimo, the City of Parksville and the District of Lantzville have all extended the maximum 10 years of PTE on all ICF properties within their jurisdictions as an offset to the benefit of having not only the ability to install trails within corridor lands but also a future fiber optic network should that be desired. Qualicum Beach granted 10 years to us a few years back. Prior to that, exemption, from RDN municipalities, was granted on a year to year basis. Taxes are still payable by VIA Rail Canada in some local government jurisdictions on both train stations and passenger kiosks. ICF also pays, in some jurisdictions, for water and sewer services. From the RDN's perspective most, if not all, of the ICF properties within the rural areas of the RDN are exempt from taxation by statute of the Province of BC thus eliminating the need for Regional Districts to have to pass PTE Bylaws . Again there are some passenger kiosks located on other rural properties in other Vancouver Island Regional Districts where VIA, due to its contracted terms, pays the property tax.

The unique situation faced by the ICF in 2011 was finding out that we had outstanding 2009 taxes of \$14,158 owing to the City of Nanaimo on seven folios where permissive tax exemption had not been applied for 2009 exemption. All seven of those properties incidentally are now included in the 10 year exemption granted by the City. On appeal to the City they provided a grant of \$8137.59 which represented the municipal portion only of the 2009 taxes plus penalty. This left a balance of \$6075.45 which was paid by the Island Corridor Foundation in September 2011. The breakdown of taxes is shown on the the attached spreadsheet. I can not explain why the ICF did not apply for permissive exemption on these seven properties. The amount we paid in September 2011 is broken down by function. We realize that the RDN is only responsible for those portions of the outstanding tax bill related to regional district and regional hospital district functions. We will approach SD#68 with regard to the school portion . If your board could find a way to

assist us in funding that portion of the tax bill specifically related to regional district functions that we have already paid we would be very grateful. We struggle as an organization to raise revenues to cover our basic operating and administration costs and any cost savings is very helpful to our bottom line. We strongly believe, that had we applied in 2008, we would have received the PTE on all seven properties for 2009. The properties involved are not unique in any way nor different than any of our other rail properties within the city and now part of the 10 year exemption. Since the signing of our master trails agreement we have seen new trails constructed and planned for several of your member municipalities.

Could you please present our request for financial assistance to the RDN Board of Directors for its review and consideration. Please let us know if you require further information or clarification on any of the above.

Respectfully yours
ISLAND CORRIDOR FOUNDATION

JS (Jim) Dias
Administration & Municipal Liaison

Cc: Graham Bruce, COO, ICF
John Berikoff, CFO, ICF

Here is the information you request regarding the breakdown of the taxes owing by function.

	RDN	MFA	BCA	School	Total
Taxes	875.24	0.11	83.86	4,064.06	5,023.27
Penalty	87.52	0.01	8.39	406.43	502.35
2010 Interest	52.16	0.01	5.00	242.18	299.35
2011 Interest	43.64	0.00	4.18	202.66	250.48
Total owing	1,058.56	0.13	101.42	4,915.33	6,075.45



RDN REPORT	
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BOARD	

MEMORANDUM

TO: Board of Directors **DATE:** March 5, 2012

FROM: Carol Mason **FILE:**
Chief Administrative Officer

SUBJECT: Southern Community Economic Development Service Agreement

PURPOSE

To consider the approval of the Southern Community Economic Development Service Agreement between the Regional District of Nanaimo and the Nanaimo Economic Development Corporation (NEDC) for the purpose of promoting economic development within Electoral Areas A, B and C.

BACKGROUND

At the November 22nd Board meeting the Board adopted "Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011". The adoption of this bylaw established a new service area within Electoral Areas A, B and C for the purpose of promoting economic development both within the service area and/or for the benefit of the service area. The next step in this commitment is to enter into a service agreement with the Nanaimo Economic Development Corporation (NEDC) which will provide this service on behalf of the Regional District.

Regional Services Review – Phase III Overview:

The establishment of the Southern Community Economic Development bylaw is the result of collaboration between the Board and Member Municipalities following the completion of the Regional Services Review – Phase III in 2012. Two previous service reviews have been undertaken both in 2001 and in 2005 which resulted in changes to cost sharing formulas and participation in recreation facilities, sports fields, transit, septage services, police support services and regional parks.

A third regional services review was initiated in 2010 as a result of Board direction received at the April 27, 2010 Board meeting:

That staff prepare a report on the options and implications of undertaking a regional services review, including specifically, the request by the Town of Qualicum Beach to support regional funding for the Qualicum Beach Airport and to explore economic development and recreation capital facilities.

Over the course of two years staff met with the member municipalities to explore possible services that may have value in being reviewed at a regional level. In addition to the services identified by the Town of Qualicum Beach, the City of Nanaimo expressed an interest in considering economic development and the City of Parksville indicated its support in entering into these discussions. The Electoral Area Directors requested that the Drinking Water & Watershed Protection Program service be included in the service review, while the District of Lantzville indicated that it did not have an interest in participating in the service review at this time.

Concurrent with this process, staff also reviewed other regional district services pursuant to direction received by the Board at the November 24, 2009 Board meeting:

That staff be directed to review the allocation formula in the District 69 Swimming Pool Establishing Bylaw No. 899 with a focus on a formula that includes community usage and/or population.

In the 2010 sports field and recreation usage survey, data was collected from the Ravensong Aquatic Centre and the Oceanside Place Arena to provide background information on usage of these regional facilities. This survey provided an opportunity for RDN staff to review usage within the context of an overall service review. The data collected provides a reasonable representation of usage by area. Currently, the arena and pool services are cost shared on the basis of assessment. All District 69 Electoral Areas, Parksville and Qualicum Beach participate in the arena function and all District 69 areas except Electoral Area E participate in the aquatic centre function. A separate report will be coming forward addressing the next steps in this portion of the review.

Economic Development / Drinking Water & Watershed Protection Partnership:

As a result of discussions with staff in the member municipalities, a financial model was developed for the proposed services that commits the Regional District to partner with the City of Nanaimo in funding a new economic development service (NEDC) in a southern community function through a phase-in period of six years, and through a partnership service with Parksville and Qualicum Beach in a northern community regional function.

The financial model also includes the commitment of the municipalities of Parksville, Qualicum Beach and Nanaimo to participate in the Electoral Area Drinking Water & Watershed Protection service. The model developed for the Drinking Water & Watershed Protection service amends the service to include the three municipalities as full bylaw participants with a financial phase-in period of six years for the City of Nanaimo and three years for the City of Parksville and the Town of Qualicum Beach, with the Electoral Areas reducing their financial contribution proportionally over a three year period.

The attached Agreement for the Southern Community Economic Development Service is being brought forward for consideration as part of the implementation of the service review recommendations.

Agreement Terms & Conditions

A service agreement has been prepared and reviewed by the Regional District solicitor that addresses the Regional District's legal obligations and service interests. The Agreement will enable the RDN to contract with the NEDC to provide economic development services on behalf of and/or for the benefit of southern electoral areas in the RDN. A summary of the terms of the Agreement is provided below.

Service. The Agreement is between the Regional District and the NEDC. The City of Nanaimo has entered into a similar service agreement with the NEDC.

Term. The Term of the Agreement is for ten (10) years with an option for the Regional District to terminate the agreement earlier at its sole discretion.

Regional District Contribution. The annual contribution is set at the amount established in Bylaw 1648 of \$125,000 in 2012, and increasing by \$13,000 per year until 2017.

Service. The NEDC agrees to develop a program that promotes economic development opportunities within the service area, as part of a broader regional service that promotes economic development across the City of Nanaimo and the surrounding region, through a variety of activities including website development, research, data collection and analysis, targeted marketing, tourism and business assistance. The NEDC also agrees to present an annual report, including audited financial statements, to the RDN Board and provide quarterly updates during each year of the term.

Progress Nanaimo Appointment & Governance Policy

A companion document to the NEDC Agreement is the Progress Nanaimo Appointment and Governance Policy. This document includes the Terms of Reference for Progress Nanaimo, a benchmarking and advisory body of the City of Nanaimo which is chaired by the Mayor and consists of 14 voluntary members, in addition to the Mayor, two City Councillors and one RDN Board representative. The document also establishes the nominations process and composition of the NEDC Board of Directors.

The purpose of Progress Nanaimo is to competitively compare the performance of Nanaimo and the surrounding region on economic indicators against those of similar communities; provide strategic advice on improving performance to City Council, the RDN Board and the NEDC and other local and regional interests; and to annually submit a nominations report to the City of Nanaimo Mayor and Council on recommendations for the NEDC Board of Directors.

ALTERNATIVES

1. Approve the Service Agreement between the NEDC and the Regional District of Nanaimo as presented.
2. Approve the Service Agreement with amendments or provide alternate direction.

FINANCIAL IMPLICATIONS

If the Board approves alternative one, the Agreement will commit the Board to a ten year term with the sole discretion of the Regional District to terminate the Agreement earlier. In 2012 the contribution will be \$125,000 – with \$118,892 coming from the new Southern Community Economic Development function and \$6,108 coming from the Strategic Communities Investment Fund. This contribution represents approximately \$3.50 per \$100,000 of assessment in 2012; however, this tax requisition is offset by the corresponding reduction in the Drinking Water & Watershed Protection parcel tax reduction in Electoral Areas A, B, and C. Parcel taxes will reduce from \$18.00 in 2011 to \$10 in 2012.

The City of Nanaimo's overall contribution to the Drinking Water & Watershed Protection Service is projected to be \$100,968 in 2012 representing a new parcel tax of \$3. The City of Nanaimo will be increasing its parcel tax contribution over the next six years until it reaches an annual parcel tax of \$8 in 2017, representing a contribution of \$269,248 towards the Drinking Water function. Electoral Areas A, B, and C will be increasing their contribution to the Southern Community Economic Development Service by \$13,000 annually over the corresponding period; however, property owners in those electoral areas will also see a reduction in their Drinking Water & Watershed Protection parcel taxes over the next three years reducing to \$8 by 2014.

Another financial aspect of the regional service review implementation is the new participation of the municipalities of Parksville and Qualicum Beach as full participants in the Drinking Water & Watershed Protection Service. These municipalities will be contributing \$39,198 and \$28,302 respectively towards the service in 2012 (representing a parcel tax of \$6 in 2012 increasing to \$8 by 2014), while Electoral

Areas E, F, G and H will have their parcel taxes correspondingly reduced to \$10 in 2012 and further reduced to \$8 by 2014.

The addition of the three municipalities to the Drinking Water & Watershed Protection Service builds upon the existing regional partnership in the Team Watersmart water conservation program and now represents the full participation of the City of Nanaimo, City of Parksville and Town of Qualicum Beach in this service.

SUSTAINABILITY IMPLICATIONS

Economic Development has long been a priority of the RDN Board both in its Strategic Plan and in its Regional Growth Strategy. The work that has been undertaken to date to develop governance models in District 68 and District 69 will facilitate the Board achieving many of its objectives pertaining to sustainable economic development and economic resilience.

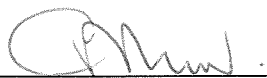
SUMMARY/CONCLUSIONS

At the November 22nd Board meeting the Board adopted "Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011". The adoption of this bylaw established a new service within Electoral Areas A, B and C for the purpose of promoting economic development both within those areas and/or for the benefit of those areas. The next step in this commitment is to enter into a service agreement with the Nanaimo Economic Development Corporation (NEDC) which will provide this service on behalf of the Regional District to Nanaimo. A service agreement has been prepared for this purpose.

The attached Agreement represents the successful collaboration of the Regional District and the Member Municipalities in developing a funding model that will allow the RDN and the City of Nanaimo to jointly work on activities that will improve the economic resilience of communities in Nanaimo and the surrounding region. This Agreement represents one element of a larger commitment between the Regional District and the Member Municipalities to also collaborate on northern community economic development and on the regional drinking water and watershed protection program. Staff recommend that the Board approve the agreement as presented.

RECOMMENDATION

That the *Southern Community Economic Development Service Agreement* between the Regional District of Nanaimo and the Nanaimo Economic Development Corporation commencing April 1, 2012 and ending March 31, 2023 be approved.



Chief Administrative Officer

**SOUTHERN COMMUNITY ECONOMIC DEVELOPMENT
SERVICE AGREEMENT**

THIS AGREEMENT made the ____ day of _____, 2012.

BETWEEN:

NANAIMO ECONOMIC DEVELOPMENT CORPORATION

104 Front Street
Nanaimo, B.C.
V9R 5H7

("NEDC")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF NANAIMO

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

(the "Regional District")

OF THE SECOND PART

WHEREAS:

- A. The City of Nanaimo has incorporated the Nanaimo Economic Development Corporation ("NEDC");
- B. The Regional District has by *Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011* established the Southern Community Economic Development Service within the boundaries of Electoral Areas A, B, and C for the purpose of promoting economic development in the service area or that might benefit the service area;
- C. The Regional District wishes to provide for the service of promoting economic development within or that may benefit service area by way of an agreement with NEDC;
- D. The Regional District has authority under section 176(1)(a) of the *Local Government Act* to enter into this Agreement with NEDC.

NOW THEREFORE in consideration of the foregoing and the covenants and agreements set out in this Agreement, the parties covenant and agree each with the other as follows:

1.0 DEFINITIONS

"**Annual Service Fee**" means the amount payable by the Regional District to NEDC in accordance with section 5 of this Agreement;

“Service Area” means Electoral Areas A, B and C of the Regional District;

“Nanaimo and surrounding region” means the City of Nanaimo, the Service Area and other areas beyond these boundaries that may benefit from this service;

“Service” means the service of promoting economic development including marketing in or that may benefit the Service Area.

2.0 PURPOSE OF THE AGREEMENT

The parties to this Agreement agree to commit for the Term of the Agreement to a partnership to be characterized by ongoing reciprocal communication and a commitment to work together on programs and projects designed to provide economic development for the service area.

3.0 SERVICE

The NEDC shall provide the Service to the Regional District.

4.0 TERM

The term of this Agreement shall be ten (10) years, from the 1st day of April 2012 to the 31st day of March 2023 (the **“Term”**), unless earlier unilaterally terminated by the RDN in its sole discretion.

5.0 REGIONAL DISTRICT CONTRIBUTION

5.1 In consideration for the Service the Regional District shall pay to the NEDC the Annual Service Fee.

5.2 The Annual Service Fee shall be ONE HUNDRED AND TWENTY-FIVE THOUSAND (\$125,000.00) DOLLARS in 2012, increasing by THIRTEEN THOUSAND (\$13,000.00) DOLLARS per year until 2017 to a maximum of ONE HUNDRED AND NINETY THOUSAND (\$190,000.00) DOLLARS for 2017 and each subsequent year of the Term.

5.3 The Regional District shall pay to the NEDC the Annual Service Fee on or before the 30th day of June in each year of the Term for that year.

6.0 COMMITMENTS OF THE REGIONAL DISTRICT

The Regional District shall engage and inform the staff of the NEDC of matters that may be of relevance to the delivery of the Service;

7.0 SERVICE

The Service to be provided by the NEDC to the Service Area, under this Agreement includes but is not limited to:

- (a) The development of a website to include references to opportunities within Nanaimo and the surrounding region for the pursuit of business, retirement and family residential, recreation and tourism and other activities or interests;
- (b) The collection and distribution of data regarding economic activities within Nanaimo and the surrounding region;
- (c) Research in relation to matters that are likely to generate economic activity within Nanaimo and the surrounding region;
- (d) Undertake targeted marketing including the provision of e-mail marketing and advertising to targeted contacts or markets;
- (e) Preparation and presentation of an annual report to the Regional District in accordance with the NEDC Articles of Incorporation each year of the Term regarding activities related to the Service, including quarterly updates to the Regional Board, and the provision to the Regional District of an audited copy of the NEDC's financial statement.

8.0 NO LEGAL PARTNERSHIP

Nothing in this Agreement shall be interpreted as creating a legal partnership or joint venture relationship between the NEDC and the Regional District.

9.0 NOTICE

It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given if:

- (a) delivered at the time of delivery; and
- (b) mailed from any government post office in the province of British Columbia by prepaid registered mail addressed as follows:

if to the NEDC:	104 Front Street Nanaimo, B.C. V9R 5H7 Attention: Ms. Susan Cudahy
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if to the Regional District:	6300 Hammond Bay Road Nanaimo, B.C. V9T 6N2 Attention: Ms. Carol Mason
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Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail

service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

10.0 TIME

Time shall be of the essence of this Agreement.

11.0 BINDING EFFECT

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assigns.

12.0 WAIVER

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

13.0 CUMULATIVE REMEDIES

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

14.0 ENTIRE AGREEMENT

This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date hereof with respect to the subject matter hereof and supersede all prior agreements and understandings among the parties with respect to the subject matter hereof and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreements whatsoever, express or implied, other than those contained in this Agreement.

15.0 FURTHER ASSURANCES

Each of the parties will do, execute or deliver or cause to be done, executed and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement.

16.0 AMENDMENT

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are reduced to in writing and duly executed by all parties to this Agreement.

17.0 STATUTORY POWERS

Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by the NEDC or the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

18.0 ASSIGNMENT

No assignment of this Agreement shall be made by either party without the written consent of the other. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

19.0 GOVERNING LAW

This Agreement shall in all respects be governed by and be construed in accordance with the laws of the Province of British Columbia.

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

NANAIMO ECONOMIC DEVELOPMENT CORPORATION by its authorized signatories)
)
)
)
)
 _____)
 Name:)
)
)
 _____)
 Name:)

REGIONAL DISTRICT OF NANAIMO by its authorized signatories)
)
)
)
)
 _____)
 Name:)
)
)
 _____)
 Name:)



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	✓ <i>Mar 13</i>
MAR 06 2012	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 15, 2012

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Fire Protection Service Agreement – Cranberry Fire Protection District

PURPOSE:

To obtain approval for a renewed fire protection service agreement covering the Cassidy Waterloo neighbourhoods with the Cranberry Fire Protection District (the Fire Protection District).

BACKGROUND:

In 2008 a contract for fire protection services with the Cowichan Valley Regional District covering properties in the southern portions of the Regional District of Nanaimo, lying with Electoral Areas 'A' and 'C' was terminated. A new contract was established with the Cranberry Fire Protection District commencing January 1, 2009 for two years ending December 31, 2011. The 2009 agreement had a fee of \$38,000 with a cost of living increase in each year.

The Cranberry Fire Protection District provides fire protection and first responder services to approximately 690 properties in the Cassidy area, many of which are modular homes in modular home parks. The Regional District on behalf of the taxpayers in this service area, owns a small two bay firehall and purchased in 2009 and 2010 two new firefighting vehicles for the hall. The Fire Protection District is responsible for all aspects of day to day operations, including volunteer recruitment and training, fire planning and vehicle and building maintenance. The Regional District budgets for and pays directly the costs of operating the building such as electricity and maintenance, fuel and vehicle repairs, uniforms for volunteers stationed at the hall and equipment purchased for the vehicles and firefighters responding from the hall. The Fire Protection District provides all training and administrative support for fire protection services.

Staff have been corresponding with the Cranberry Fire Protection District regarding terms to renew the service contract and the District has agreed to the renewal proposal.

The agreement contains the following changes:

1. An initial term to March 31, 2017 with a further five year term upon the mutual agreement of both parties, ending on March 31, 2022. The Fire Protection District requested a longer term contract in order to provide stability and continuity with respect to training, developing and managing volunteers responding from two firehalls.

2. Fees: commencing at \$39,500 and increasing by \$1,000 annually to 2016.
3. The fees will be reviewed on or about November 30th every two years taking into consideration whether there has been a significant change in the cost of operations or efforts required to provide the fire protection service.
4. On or before November 30th in each year the Fire District and the Regional District shall meet and the Fire District shall provide a report covering the activities of the Fire District for that year. The report shall cover at a minimum the following:
 - a. Year to date expenses of the Fire District compared to budget;
 - b. Summary of recruitment, training and public education activities;
 - c. Report on type and quantity of emergency responses in the Fire District and the properties.

The contract may continue from year to year after the final renewal term unless terminated earlier. Termination is by written notice at least 21 months prior to the expiration of any term and shall be effective no later than December 31st of the year following receipt of the notice.

ALTERNATIVES:

1. Approve and execute the agreement as presented.
2. Recommend further changes.

FINANCIAL IMPLICATIONS:

Alternative 1:

Staff have found the Cranberry Fire Protection District to be a conscientious service provider. The value of the contract represents about 33% of the annual operating budget of \$115,570 which as noted earlier covers the direct costs of operating and maintaining the Regional District owned assets. Staff consider this very good value with respect to the overall administration and management of volunteers. There are no other reasonable alternatives to this contract arrangement at this time and staff recommend renewing the contract as presented.

SUMMARY/CONCLUSIONS:

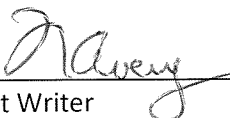
The Regional District of Nanaimo and the Cranberry Fire Protection District entered into a two year fire service contract covering properties in the Cassidy/Waterloo parts of Electoral Area 'A' and 'C' in 2009. Staff have been working with the Fire Protection District on the terms of a renewed contract. The main interest of the Fire Protection District was a longer term contract which would provide stability and continuity with respect to training, development and management of volunteer firefighters. The renewed contract has an initial term ending March 31, 2017 and a further five year term to March 31, 2022 upon the agreement of both parties. The contract fee is proposed at \$39,500 increasing by \$1,000 per year to 2016. To address the potential for changes in the costs of operations and /or the amount of

effort required to provide the service , the contract provides that the fee schedule will be renewed every two years.

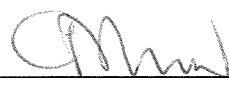
The Cranberry Fire Protection District has demonstrated a conscientious and sincere approach to providing fire protection and first responder services to the Regional District's service area and staff recommends approving the new contract as presented.

RECOMMENDATION:

That the fire service agreement between the Regional District of Nanaimo and the Cranberry Fire Protection District, commencing January 1, 2012 as outlined in this report be approved and executed as presented.



Report Writer



CAO Concurrence

FIRE SERVICES AGREEMENT

THIS AGREEMENT made this day of , 2012.

BETWEEN:

CRANBERRY FIRE PROTECTION DISTRICT
1555 Morden Rd.
Nanaimo, B.C.
V9X 1S2

(hereinafter called the "Fire District")

OF THE FIRST PART

AND:

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

(hereinafter called the "Regional District")

OF THE SECOND PART

WHEREAS:

- A. The Fire District is authorized by Order in Council 371, dated March 30, 2005 to provide fire suppression, search and rescue and assistance and response to other classes of emergencies including medical emergencies, hazardous materials incidents and traffic accidents in an area outside of the boundary of the improvement district;
- B. The Regional District is authorized by its Bylaw No. 1388 and subsequent amendments, to provide fire protection services to properties within the boundaries of the Cassidy Waterloo Fire Protection Service (the "**Properties**").
- C. The Regional District is the registered owner in fee simple of lands (the "**Lands**") legally described as:

PID 002-706-831
Lot 32, District Lot 7, Bright District, Plan 25967

- D. The Regional District has constructed a building on the Lands for use as a firehall (the "**Building**") and the Land and Building are, and shall remain the property of the Regional District, its successors and assigns.
- E. The Regional District has purchased and placed in the Building certain firefighting equipment (the "**Equipment**") for the purposes of providing fire protection and emergency response services to the Properties.
- F. The Equipment purchased by the Regional District is listed on Schedule "B" to this Agreement.
- G. The parties wish to provide for the use of the Land and Equipment for the purposes of providing fire protection and emergency response services (the "**Services**") to the Properties upon the terms and conditions set out herein.

NOW THEREFORE, in consideration of the premises and of the mutual covenants and agreements contained in this agreement, the parties agree as follows:

1.00 TERM, TERMINATION AND PAYMENT

- 1.01 The Fire District hereby agrees to provide fire protection, fire suppression and emergency assistance services to the Properties, for a period beginning on or after January 1, 2012 and ending on March 31, 2016. This Agreement may be renewed upon the mutual agreement of the Parties for a further five year period ending on March 31, 2021.
- 1.02 Following the initial and any subsequent renewal period this Agreement shall continue from year to year thereafter unless earlier terminated by notice in writing to be given at least twelve (12) months prior to the expiration of any subsequent Term. Termination shall be in writing and in all cases shall be effective no earlier than December 31st of the year following receipt of the notice.
- 1.03 The Regional District and the Fire District agree to work cooperatively and within the resources available to the Regional District, to provide firefighting vehicles and equipment to be located at the Lands over the Term of this Agreement.
- 1.04 In consideration and payment for the Services to be rendered as provided for herein, the Regional District agrees to pay to the Fire District the following amounts:

2012	\$39,500
2013	\$40,500
2014	\$41,500
2015	\$42,500
2016	\$43,500

- 1.05 Notwithstanding Sections 1.01 to 1.04, the Parties agree that on or before November 30th in the years 2013, 2015, 2017 and 2019 the fee schedule in Section 1.04 shall be reviewed. The review will consider whether there has been a significant change in the number of emergency responses and effort required to provide the Services as outlined in this agreement. A revised

fee schedule if mutually agreed will be communicated in writing and will replace the fee schedule in Section 1.04.

- 1.06 The amount payable by the Regional District shall be paid in equal monthly installments payable at the end of each month commencing January 31, 2012.

2.00 SERVICES TO BE PROVIDED

- 2.01 The Fire District is responsible for establishing the level of service provided within the Cranberry Fire Protection District and the Regional District agrees to accept the standards established and provided by the Fire District. The Fire District agrees to provide the Properties herein with the same level of service as it provides to properties within the Cranberry Fire Protection District.

- 2.02 The Regional District hereby makes available to the Fire District, for the initial term and subsequent renewals of the term of this Agreement the Lands, Building and Equipment for the purposes of providing the Services to the Properties. The intent of this section is that the Fire District may use any combination of its own equipment and the Equipment provided by the Regional District to provide fire protection and emergency response services within the Cranberry Fire District as well as to the Properties.

- 2.03 In addition to the Equipment available at the Building, the Fire District will, so far as is reasonably practicable, make its equipment and vehicles available for response to any fire or emergency within the Properties with a sufficient number of personnel who are at all relevant times, ready, willing, trained and able to accompany such equipment and use their best endeavours to extinguish any fire or respond to any emergency within the Properties.

- 2.04 The Fire District will ensure that publicity is given in the Properties to the location of its fire hall and the phone numbers to be used in order that prompt notification can be given where necessary of the occurrence of a fire or other emergency.

- 2.05 The Fire District shall keep the Equipment purchased by the Regional District at the Building, when not in use by the Fire District for fire protection, emergency response, training and/or maintenance purposes.

- 2.06 The Fire District shall have full and unfettered access to, and use of the Buildings and Equipment owned by the Regional District in order to provide fire protection and emergency response, whether the response is within the boundaries of the Cranberry Fire District or within the Properties.

- 2.07 The Regional District shall at all times have and retain whatever title to the Equipment is acquired by the Regional District from the seller or manufacturer of the Equipment. The Fire District shall have no right, title, or interest in the Equipment other than the right of to use the Equipment in accordance with the terms of this Agreement.

- 2.08 The Fire District shall cooperate with the Regional District in the enforcement of any warranties

relating to the Equipment and if necessary the Regional District shall appoint the Fire District as its agent for the purpose of such enforcement.

2.09 The Fire District shall maintain, repair, overhaul, service, and keep the Equipment in a good and substantial manner, and shall maintain the Equipment in a condition equivalent to its condition at the commencement of this agreement, reasonable wear and tear only excepted, and in a fully operative condition in conformity with any recommendations for maintenance or otherwise that may from time to time be made by any manufacturer or seller of the Equipment and in conformity with all applicable laws, orders, rules, regulations and directives of any government departments, boards or authorities.

2.10 The Fire District shall provide to the Regional District prompt notice of any damage to or loss of the Equipment or any part of it.

3.00 MEETINGS AND REPORTING

3.01 During all times in which this agreement is in effect, the Fire District agrees that the elected Directors of the Regional District representing the Properties, shall be entitled to attend all meetings of the Fire District so as to provide advice and liaison between the Fire District and the Regional District.

3.02 The Regional District's General Manager, Finance and Information Services shall provide administrative and other support with respect to this agreement.

3.03 On or before November 30th in each year of the Term the Fire District and the Regional District shall meet and the Fire District shall provide a report covering the activities of the Fire District with respect to this Agreement for that year. The report shall cover at a minimum the following:

1. Year to date expenses of the Fire District compared to budget
2. Summary of recruitment, training and public education activities
3. Report on type and quantity of emergency responses in the Fire District and the Properties

4.00 RESPONSIBILITY FOR EXPENSES AND MAINTENANCE

4.01 It is intended by the parties that the Lands, Buildings and Equipment are of no cost or expense to the Fire District during the Term and accordingly the Regional District agrees to pay, whether on its own behalf or on behalf of the Fire District, all costs of every nature and kind relating to the Lands and Equipment.

4.02 The Fire District agrees to maintain the Lands, Buildings and Equipment in good repair and in a neat and tidy condition, and to not do or permit any act or neglect which may in any manner directly or indirectly endanger, damage or render the Equipment unusable or become a nuisance or interfere with the comfort of any person occupying land in the vicinity of the Lands.

4.03 The Fire District shall provide itemized invoices for repairs and maintenance with respect to the Lands, Buildings and Equipment to the Regional District and the Regional District shall promptly pay the invoices directly or shall reimburse the Fire District as the case may be.

- 4.04 The Fire District shall not construct or place on the Lands any improvements without first obtaining the prior written consent of the Regional District and obtaining all required building or development permits.
- 4.05 The Fire District shall not commit waste on the Lands.
- 4.06 The Fire District shall not deposit or discharge on the Lands any Contaminants as defined in section 5.04(b) of this Agreement.
- 4.07 The Fire District shall provide the Regional District prompt notice of any damage to the Lands or Building or any part of them.

5.00 INSURANCE, RISK AND INDEMNITY

- 5.01 The Fire District agrees to indemnify and save harmless the Regional District, its elected and appointed offices and employees, from any and all claims, suits, actions, costs, fees and expenses of any kind whatsoever brought against or incurred by the Regional District or its elected and appointed officers and employees in any way relating to the Fire District's use of the Lands, Buildings or Equipment during the Term of this Agreement. Such indemnity shall extend to legal expenses incurred by the Regional District in defending against such liability or alleged liability or in enforcing this right of indemnity.
- 5.02 The Fire District agrees to take out and keep in full force and effect throughout the Term at the expense of the Fire District:
 - (a) comprehensive general liability insurance, including without limitation non-owned automobile insurance, against claims for personal injury, death or property damage howsoever rising out of the operations of the Fire District to the limit as may be reasonably required by the Regional District from time to time but, in any case, of not less than Five Million (\$5,000,000.00) Dollars in respect to injury or death to a person or persons and in respect of any one accident concerning property damage. The policy of insurance shall include tenant's legal liability coverage for property damage in the amount of \$1,000,000.
- 5.03 The policy or policies of insurance shall provide for notification to the Regional District at least thirty (30) days prior to cancellation. If the Fire District fails to provide the insurance required by this Agreement, it may be provided by the Regional District at the cost of the Fire District.
- 5.04 The Regional District agrees to indemnify and save harmless the Fire District from any and all actions, claims, suits or judgments arising out of or in connection with the performance by the Fire District, or its officers or employees, of the obligations of the Fire District under this Agreement, except where such action, claim, suit or judgment is due to the negligence of the Fire District, or its officers or employees.
- 5.05 The Regional District shall at its sole expense insure the Building and its contents, whether the contents are owned by the Regional District or the Fire District, at full replacement cost.

- 5.06 Should the Building or Equipment be damaged or destroyed, the Fire District and the Regional District shall work diligently together to pursue any remedies contained in the policies of insurance under this section.
- 5.07 Should the Building or Equipment be damaged or destroyed the Regional District will repair or replace the Building or Equipment as soon as is practical, given any requirements to make a claim for damages under the policies of insurance held by the Regional District as outlined in this section and/or requirements to obtain financial support under the *Local Government Act*. The Fire District agrees to maintain fire protection services as outlined in this Agreement during any period in which the Building or Equipment are being replaced as a result of damage or destruction.
- 5.08 Where the cause of the damage or destruction under Section 3.07 is determined to be due to negligence on the part of the Fire District, the Fire District will be responsible for any difference between the cost to repair or replace the Building or Equipment and any coverage available to the Regional District under its policies of insurance.
- 5.09 The Fire District agrees to comply promptly at its expense with all laws, bylaws, regulations, requirements and recommendations, which may be applicable to the manner of use of the Lands, Buildings or Equipment, made by any and all federal, provincial, local government and other authorities or association of insurance underwriters or agents and all notices in pursuance of same, provided however that the Fire District shall have no liability to make any improvements, alterations or additions to the Lands, Buildings or Equipment which may be required by authorities or associations unless due to the use made of the Lands, Buildings or Equipment by the Fire District.

6.00 QUIET ENJOYMENT

- 6.01 The Regional District covenants with the Fire District for quiet enjoyment of the Land, for so long as the Fire District is not in default hereunder.
- 6.02 The Fire District shall have full and unfettered access to the Land, Buildings and Equipment during the Term of this Agreement in order to provide the Services.
- 6.03 The Fire District shall permit the Regional District and its servants and agents at all reasonable times, upon twenty-four (24) hours' notice in writing, specifying the time of inspection, during the Term of this Agreement to enter the Lands and every part thereof to examine the condition thereof, and if any want or repair shall be found on such examination and notice thereof is given, the Fire District will, within ninety (90) days of the giving of that notice, well and truly repair in accordance with that notice.
- 6.04 The Regional District hereby warrants and represents to the Fire District that:
- (a) the Regional District has fully disclosed to the Fire District all environmental reports, site assessments, audits, studies, permits, licences and records in the possession or control of the Regional District with respect to the Lands and relating to the contaminants or environmental laws and the Regional District has not obtained or performed any

environmental reports, site assessments, audits or other studies with respect to the Lands and Equipment except as disclosed in writing to the Fire District.

(b) For the purposes of this section:

(i) “Contaminants” means explosives, radio active materials, asbestos materials, urea formaldehyde, underground or aboveground tanks, pollutants, contaminants, deleterious substances, dangerous goods or substances, hazardous, corrosive or toxic substances, special waste or waste of any kind, or any other substance, the storage, manufacture, disposal, handling, treatment, generation, use, transport, remediation or release into the environment of which is prohibited, controlled, regulated or licensed under Environmental Laws.

(ii) “Environmental Laws” means any and all statutes, laws, regulations, orders, bylaws, permits and other lawful requirements of any federal, provincial, municipal or other governmental authority having jurisdiction over the Lands, now or hereafter in force relating to the environment, health, occupational health and safety, product liability or transportation of dangerous goods, including all applicable guidelines and standards with respect to the foregoing as adopted by any of those governmental authorities from time to time and the principles of common law and equity.

7.00 USE, ASSIGNMENT AND SUBLETTING

7.01 The Fire District agrees that it will not assign, mortgage or encumber this Agreement, or sublet, or suffer or permit the Lands or any part thereof to be used by others without the prior written consent of the Regional District in each instance, which shall not be arbitrarily or unreasonably withheld.

7.02 In no event shall any assignment, or subletting, or sub-licensing to which the Regional District may have consented release or relieve the Fire District from its obligations to fully perform all the terms, covenants and conditions of this Agreement on its part to be performed.

7.03 In the sub-Agreement between the Fire District and an assignee or subtenant under any assignment or sub-Agreement consented to by the Regional District, the Fire District shall require that the subtenant or assignee agree to be bound by all of the Fire District's obligations under this Agreement.

8.00 APPROVALS

8.01 No provision in this Agreement requiring the Fire District's or the Regional District's consent or approval shall be deemed to have been fulfilled or waived unless the written consent or approval of the Fire District or the Regional District relating to the particular matter or instance has first been obtained and, without limiting the generality of the foregoing, no prior consent or approval and no condoning, excusing or overlooking by the Fire District on previous occasions when such a consent or approval was required shall be taken to operate as a waiver of the necessity of such consent or approval whenever required under this Agreement.

9.00 RELATIONSHIP OF PARTIES

9.01 Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties.

10.00 SOLE AGREEMENT

10.01 This Agreement sets forth all of the warranties, representations, covenants, promises, agreements, conditions and understandings between parties concerning the Lands and there are no warranties, representations, covenants, promises, agreements, conditions or understanding, either oral or written, express or implied, between them other than as set forth in this Agreement.

11.00 ARBITRATION

11.01 In the event of a bona fide dispute arising between the Fire District and the Regional District as to any matter, question or determination arising or required to be made under this Agreement, such dispute shall immediately be referred to an arbitrator agreed upon by the Fire District and the Regional District or, in the event that they cannot agree upon such arbitrator, then the question shall be referred to the arbitration of one arbitrator under the *Commercial Arbitration Act* of British Columbia, and amendments thereof, or such other Statute or Statutes of like effect being in force in British Columbia, and such arbitrator, whether agreed upon or appointed under the said Statute shall have access to such records of the parties as may be reasonably necessary and the decision of the arbitrator shall be final and binding upon the parties. Except as otherwise provided for in this Agreement, the costs of the arbitration shall follow the award, unless otherwise determined by the Arbitrator.

12.00 REMOVAL OF IMPROVEMENTS

12.01 All improvements and all articles of personal property constructed, owned or installed by the Fire District at the expense of the Fire District on the Lands shall remain the property of the Fire District and may be removed by the Fire District at any time until the end of the Term or earlier termination of this Agreement. The Fire District agrees that it will, at its expense, repair any damage to the Lands caused by the construction, installation, existence, use or removal thereof (the "Restoration"). Before removing such property the Fire District shall notify the Regional District of its intention to do so and shall, if required by the Regional District, post a bond in an amount and form satisfactory to the Regional District as security for performance of the Fire District's obligations for the Restoration.

12.02 If the Fire District does not remove the property which is removable by the Fire District pursuant to clause 12.01 prior to the end of the Term or the sooner termination of this Agreement, such property shall, if the Regional District elects, be deemed to become the Regional District's property and the Regional District may remove the same at the expense of the Fire District, and the cost of such removal will be paid by the Fire District forthwith to the Regional District on demand.

13.00 DEFAULT AND EARLY TERMINATION

- 13.01 The Fire District further covenants with the Regional District that if the Fire District shall violate or neglect any covenant, agreement or stipulation herein contained on its part to be kept, performed or observed and any such default on the part of the Fire District shall continue for thirty (30) days after written notice thereof to the Fire District by the Regional District then by law the Regional District may at its option forthwith re-enter and take possession of the Lands immediately and by reasonable force if necessary without any previous notice of intention to re-enter and may remove any persons and property there from and may use such force and assistance in making such removal as the Regional District may deem advisable to recover at once full and exclusive possession of the Lands.
- 13.02 If during the Term hereof or any renewal thereof, any of the goods or chattels of the Fire District shall at any time be seized or taken in execution or attachment by any creditor of the Fire District or if the Fire District shall make any assignment for the benefit of creditors or commit any other act of bankruptcy or shall become bankrupt or insolvent or shall take the benefit of any bankruptcy or insolvency legislation or if a receiver be appointed by a court or any person or in the case that the Lands are used by any other person or for any other purpose than is herein provided without the written consent of the Regional District or if any order shall be made for the winding up or dissolution of the Fire District or it should otherwise cease to exist then the Term hereof or any renewal thereof shall become forfeit and void, and it shall be lawful for the Regional District any time thereafter to re-enter into or upon the Lands or any part thereof in the name of the whole, to have again, repossess and enjoy as of its former estate, notwithstanding anything herein contained to the contrary and neither this Agreement nor any interest therein nor any estate hereby created shall pass to or enure to the benefit of any trustee in bankruptcy or any receiver or any assignee for the benefit of creditors or otherwise by operation of law.
- 13.03 If the Regional District exercises its right of termination as outlined in Sections 1.01 and 1.02, then it may recover possession of the Lands in accordance with Sections 11 and 12.

14.00 NOTICE

- 14.01 All payments or correspondence to the Fire District from the Regional District shall be sent to the Fire District at the following address:

Cranberry Fire Protection District
1555 Morden Rd.
Nanaimo, BC
V9X 1S2

Attention: Chairperson

All payments or correspondence to the Regional District from the Fire District shall be sent to the
Regional District at the following address:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C.

V9T 6N2

Attention: General Manager Finance & Information Services

or such other places as the Regional District and the Fire District may designate from time to time in writing to each other.

- 14.02 Any notice to be given hereunder shall be in writing and may be either delivered personally or sent by prepaid, registered or certified mail and, if so mailed, shall be deemed to have been given three (3) days following the date upon which it was mailed.
- 14.03 Any notice or service required to be given or affected under any statutory provision or rules of court from time to time in effect in the Province of British Columbia shall be sufficiently given or served if mailed or delivered at the addresses as aforesaid.
- 14.04 Any party hereto may at any time give notice in writing to any other of any change of address of the party giving such notice and from and after the second day after the giving of such notice, the address herein specified shall be deemed to be the address of such party for the giving of notices hereunder.

15.00 WAIVER

- 15.01 The failure of either party to insist upon strict performance of any covenant or condition contained in this Agreement or to exercise any right or option hereunder shall not be construed as a waiver or relinquishment for the future of any such covenant, condition, right or option.
- 15.02 The acceptance by the Regional District of a part payment of any sum required to be paid hereunder shall not constitute waiver or restriction of the right of the Regional District to payment in full of such sum.

16.00 SUCCESSORS BOND

16.01 All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the respective successors and assigns of the said parties. No rights, however, shall enure to the benefit of any assignee of the Fire District unless the assignment to such assignee has been first approved by the Regional District in accordance with Section 6.

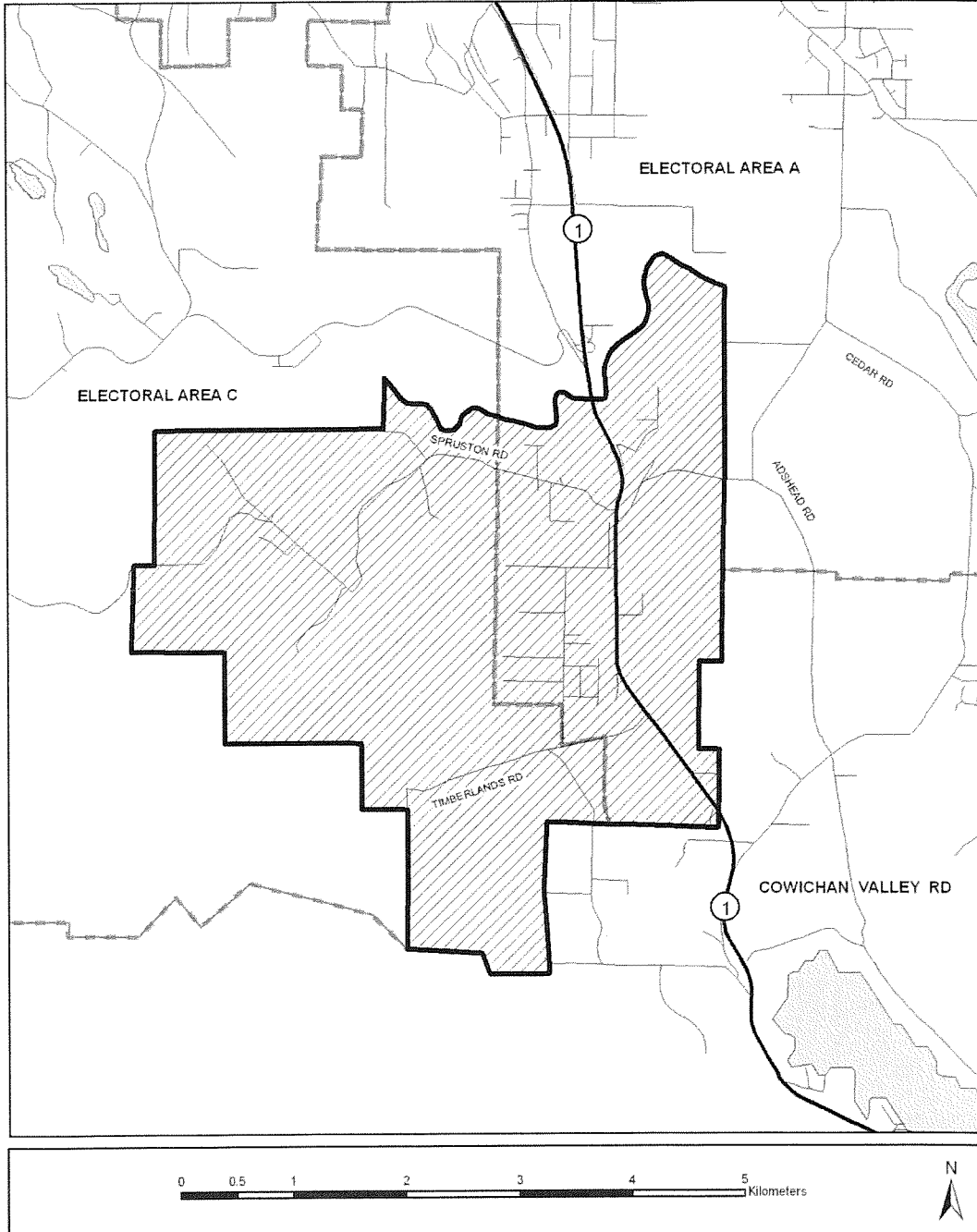
IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the)
CRANBERRY FIRE PROTECTION DISTRICT)
)
)
)
)
_____) (seal)
Chairperson)
)
)
)
_____)
Secretary)

For the)
REGIONAL DISTRICT OF NANAIMO)
)
)
)
)
_____) (seal)
Chairperson)
)
)
_____)
Senior Manager, Corporate Administration)

SCHEDULE 'A'

The properties to be served under this agreement are shown outlined below:





RDN REPORT	
CAO APPROVAL <i>[Signature]</i>	
EAP	
COW	✓ w/lec 13
MAR 06 2012	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 20, 2012

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Bylaw Nos. 1318.01, 1319.02, 1320.02, 1448.02 and 1449.01 – Bylaws to amend the Port Theatre Contribution Service requisition limits

PURPOSE:

To obtain approval of bylaws amending the amounts raised in Electoral Areas 'A', 'B', 'C' and 'E' for the Port Theatre.

BACKGROUND:

During its review of the 2012 budget the Board heard from a delegation representing the Port Theatre, which is seeking an adjustment to the amounts raised by Electoral Areas 'A', 'B', 'C' and 'E' to recognize inflationary pressures since the contributions were renewed in 2002. The bylaws attached to this report recognize a contribution increase of 2.5% commencing in 2012 and allow for further adjustments which may be approved in subsequent years' budgets.

ALTERNATIVES:

1. Approve the bylaws as presented.
2. Make no changes at this time or provide alternate direction.

FINANCIAL IMPLICATIONS:

Alternative 1:

The amounts included in the 2012 budget vary from 2011 as follows:

	2011	2012	Change
Electoral Area 'A'	\$13,900	\$14,248	348
Electoral Area 'B'	\$13,915	\$14,263	348
Electoral Area 'C' (defined C)	\$13,930	\$14,278	348
Electoral Area 'C' (defined D)	\$ 3,575	\$ 3,665	90
Electoral Area 'E'	\$19,950	\$20,448	498
Total	\$65,270	\$66,902	\$ 1,632

Each of the amended bylaws contains a formula which permits the requisition to change within a modest range, without having to prepare and approve additional bylaw amendments. All increases to the contribution agreement will be reviewed and approved through the annual budget review process. The renewal agreement has been worded to provide the Board the option of not increasing the amount of contribution in a particular year if it is concerned about the overall impact of the budget in that year.

The changes proposed fall within the authority of the Board to approve bylaws without submitting them to the Province.

Alternative 2:

Since the Board has the option of approving or not approving an increase under the agreement, having the authority in the bylaw to accommodate modest increases allows this aspect of budget approvals to proceed in an administratively efficient and simple manner. Staff recommends approving the bylaws as presented.

SUMMARY/CONCLUSIONS:

Representatives of the Port Theatre have requested that the Board consider an inflationary adjustment to the annual contributions from Electoral Areas 'A', 'B', 'C' and 'E'. An amount of \$1,632 has been included in the 2012 budget at this time.

The bylaws establishing the Port Theatre contributions must be amended because the amounts are currently fixed with no formula to provide for adjustments. In order to anticipate cost of living adjustments which may be approved under the renewed contribution agreement, staff have prepared bylaws containing a formula which allows the amounts to be raised in conjunction with the Board's review and approval of the annual budget.

The changes proposed fall within the authority of the Board to approve bylaws without submitting them to the Province.

RECOMMENDATIONS:

Bylaw 1318.01

1. That "Electoral Area 'A' Port Theatre Contribution Service Amendment Bylaw No. 1318.01, 2012" be introduced for three readings.
2. That "Electoral Area 'A' Port Theatre Contribution Service Amendment Bylaw No. 1318.01, 2012" be adopted.

Bylaw 1319.02

1. That "Electoral Area 'B' Cultural Centre Contribution Service Amendment Bylaw No. 1318.01, 2012" be introduced for three readings.

2. That "Electoral Area 'B' Cultural Centre Contribution Service Amendment Bylaw No. 1318.01, 2012" be adopted.

Bylaw 1320.02

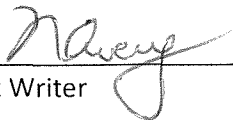
1. That "Electoral Area 'C' (defined C) Port Theatre Contribution Service Amendment Bylaw No. 1320.02, 2012" be introduced for three readings.
2. That "Electoral Area 'C' (defined C) Port Theatre Contribution Service Amendment Bylaw No. 1320.02, 2012" be adopted.

Bylaw 1448.02


1. That "Electoral Area 'C' (defined D) Port Theatre Contribution Service Amendment Bylaw No. 1448.02, 2012" be introduced for three readings.
2. That "Electoral Area 'C' (defined D) Port Theatre Contribution Service Amendment Bylaw No. 1448.02, 2012" be adopted.

Bylaw 1449.01

1. That "Electoral Area 'E' Port Theatre Contribution Service Amendment Bylaw No. 1449.01, 2012" be introduced for three readings.
2. That "Electoral Area 'E' Port Theatre Contribution Service Amendment Bylaw No. 1449.01, 2012" be adopted.



Report Writer



CAO Concurrency

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1318.01

**A BYLAW TO AMEND THE REQUISITION FOR THE ELECTORAL
AREA 'A' PORT THEATRE CONTRIBUTION SERVICE**

WHEREAS the Regional District of Nanaimo established the Electoral Area 'A' Port Theatre Contribution Local Service Area pursuant to Bylaw No. 1318, cited as "Electoral Area 'A' Port Theatre Contribution Local Service Area Bylaw No. 1318, 2002";

AND WHEREAS the Regional District wishes to increase the amount of contribution to the Port Theatre;

AND WHEREAS the consent of the Director has been obtained in accordance with Section 802 (1) of the *Local Government Act*;

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

1. Section 6 of Bylaw 1318 is deleted and the following is substituted:

"6. The maximum amount that may be raised to meet the annual expenditures of the Service is the greater of:

(a) the sum of \$14,248 or

(b) the value obtained by applying a property tax rate of \$0.013 per \$1,000 to the net taxable values of land and improvements in the service area

2. By deleting the phrase "Local Service Area" wherever it appears and substituting the word "Service".

3. This bylaw may be cited for all purposes as "Electoral Area 'A' Port Theatre Contribution Service Amendment Bylaw No. 1318.01, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW 1319.02

**A BYLAW TO AMEND THE REQUISITION FOR THE ELECTORAL AREA 'B'
CULTURAL CENTRE CONTRIBUTION SERVICE**

WHEREAS the Regional District of Nanaimo established the Electoral Area 'B' Cultural Centre Contribution Service pursuant to Bylaw No. 1319, cited as "Electoral Area 'B' Cultural Centre Contribution Service Bylaw No. 1319, 2002";

AND WHEREAS the Regional District wishes to increase the amount of contribution to the Port Theatre;

AND WHEREAS the consent of the Director has been obtained in accordance with Section 802 (1) of the *Local Government Act*;

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

1. Section 5 of Bylaw 1319 is deleted and the following is substituted:

"5. The maximum amount that may be raised to meet the annual expenditures of the Service is the greater of:

(a) the sum of \$26,263 or

(b) the value obtained by applying a property tax rate of \$0.013 per \$1,000 to the net taxable values of land and improvements in the service area

2. This bylaw may be cited for all purposes as "Electoral Area 'B' Cultural Centre Contribution Service Amendment Bylaw No. 1319.02, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1320.02

**A BYLAW TO AMEND THE ELECTORAL AREA C (defined C)
PORT THEATRE CONTRIBUTION SERVICE**

WHEREAS the Regional District of Nanaimo established the Electoral Area 'C' (defined C) Port Theatre Contribution Local Service Area pursuant to Bylaw No. 1320, cited as "Electoral Area 'C' (defined C) Port Theatre Contribution Local Service Area Bylaw No. 1320, 2002";

AND WHEREAS the Port Theatre has requested an adjustment to the annual contribution which is supported by the Electoral Area Director;

AND WHEREAS the consent of the Director has been obtained in accordance with Section 802 (1) of the *Local Government Act*;

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

1. Section 6 of Bylaw 1320 is deleted and replaced with the following:

"6. The maximum amount that may be raised to meet the annual expenditures of the Service is the greater of:

- (a) the sum of \$14,278 or
 - (b) the value obtained by applying a property tax rate of \$0.048 per \$1,000 to the net taxable values of land and improvements in the service area
2. Bylaw No. 1320 is amended by deleting the phrase "Local Service Area" wherever it appears and substituting the word "Service".
3. This bylaw may be cited for all purposes as "Electoral Area 'C' (defined C) Port Theatre Contribution Service Amendment Bylaw No. 1320.02, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1448.02

A BYLAW TO AMEND THE REQUISITION FOR THE ELECTORAL AREA 'C'
(defined area D) PORT THEATRE CONTRIBUTION SERVICE

WHEREAS the Regional District of Nanaimo established the Electoral Area 'C' (defined Area 'D') Port Theatre Contribution Service Area pursuant to Bylaw No. 1448, cited as "Electoral Area 'C' (defined Area 'D') Port Theatre Contribution Service Area Amendment Bylaw No. 1448, 2005";

AND WHEREAS the Port Theatre has requested an adjustment to the annual contribution which is supported by the Electoral Area Director;

AND WHEREAS the consent of the Director has been obtained in accordance with Section 802 (1) of the *Local Government Act*;

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

1. Section 6 of Bylaw 1448 is deleted and the following is substituted:
 - "6. The maximum amount that may be raised to meet the annual expenditures of the Service is the greater of:
 - (a) the sum of \$3,665 or
 - (b) the value obtained by applying a property tax rate of \$0.013 per \$1,000 to the net taxable values of land and improvements in the service area
2. This bylaw may be cited for all purposes as "Electoral Area 'C' (defined Area 'D') Port Theatre Contribution Service Area Amendment Bylaw No. 1448.02, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1449.01

**A BYLAW TO AMEND THE REQUISITION FOR THE ELECTORAL AREA 'E'
PORT THEATRE CONTRIBUTION SERVICE**

WHEREAS the Regional District of Nanaimo established the Electoral Area 'E' Port Theatre Contribution Local Service Area pursuant to Bylaw No. 1449, cited as "Electoral Area 'E' Port Theatre Contribution Local Service Area Bylaw No. 1449, 2005";

AND WHEREAS the Regional District wishes to increase the amount of contribution to the Port Theatre;

AND WHEREAS the consent of the Director has been obtained in accordance with Section 802 (1) of the *Local Government Act*;

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

1. Section 6 of Bylaw 1449 is deleted and the following is substituted:
 - "6. The maximum amount that may be raised to meet the annual expenditures of the Service is the greater of:
 - (a) the sum of \$20,448 or
 - (b) the value obtained by applying a property tax rate of \$0.012 per \$1,000 to the net taxable values of land and improvements in the service area
2. By deleting the phrase "Local Service Area" wherever it appears and substituting the word "Service".
3. This bylaw may be cited for all purposes as "Electoral Area 'E' Port Theatre Contribution Service Amendment Bylaw No. 1449.01, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT		CAO APPROVAL <i>(Signature)</i>
EAP		
COW	<input checked="" type="checkbox"/>	Mar 13
MAR 06 2012		
RHD		
BOARD		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 1, 2012

FROM: Nancy Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: Port Theatre Society Agreement

PURPOSE:

To authorize renewing an agreement with the Port Theatre Society to transfer funds collected to contribute to its operations.

BACKGROUND:

Electoral Areas 'A', 'B', 'C' and 'E' have provided contributions totalling \$65,270 to the Port Theatre under bylaws adopted following referendums held in 2002 and 2005. In order to provide an accountability framework for the funds an agreement between the Port Theatre and the Regional District of Nanaimo requires the Port Theatre Society to report annually on its activities and its financial results. The current agreement expired at the end of 2011 and a renewal agreement is attached for the Board's consideration.

This year the Port Theatre requested as part of its submission that the Board consider an adjustment to the contribution levels which have been in place since 2002 and 2005. The Board provisionally approved adjusting the contribution in 2012 by \$1,632 (2.5%). The bylaws authorizing the collection of the funds have also been presented for approval.

The previous agreement was for a three year term, with a renewal of a further three years upon satisfactory review of the Theatre's activities and operating results. Given the continued strength of the Theatre's operations staff recommend that the renewal agreement have a five year term.

The Board has expressed its concerns regarding future forecast tax increases. Therefore the agreement does not contain an automatic annual adjustment. The Port Theatre will continue to report to the Board by October 30th each year on its activities and financial results. It is expected that the Theatre will seek the Board's support for further adjustments at that time and these can be included in the proposed budget for consideration.

ALTERNATIVES

1. Approve the contribution agreement with the Port Theatre for a term ending March 31, 2017 as attached to this report.
2. Recommend further amendments and approve an amended agreement.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative the agreement identifies a transfer of \$66,902 as at the date the agreement is executed. The contribution amount is made up of the following:

Participant	Annual Contribution
Electoral Area A	\$14,248
Electoral Area B	\$14,263
Electoral Area C (defined C)	\$14,278
Electoral Area C (defined D)	\$ 3,665
Electoral Area E	\$20,448
Total Contribution	\$66,902

Further adjustment to the level of contributions will be reviewed each year in conjunction with the preparation of the annual budget. If further adjustments are not approved the annual transfer will be \$66,902.

Alternative 2

Staff believe the contribution agreement provides the Port Theatre with the stability of a five year funding agreement while not committing the Regional District to an automatic annual adjustment. Staff have no further recommendations on the agreement.

SUMMARY/CONCLUSIONS:

The Port Theatre has received \$65,130 in collective contributions from Electoral Areas 'A', 'B', 'C' and 'E' since 2002 and 2005. It has reported on its activities annually under a contribution agreement which expired at the end of December 31, 2011. This year the Port Theatre requested that the Board consider an adjustment to the contribution amounts and at this time \$1,632 collectively (2.5% increase) has been added to the 2012 budget.

The agreement attached to this report covers a period from January 1, 2012 to March 31, 2017 – the same timeframe as the current financial plan. The Board has expressed its concerns regarding future forecast tax increases. Therefore this renewed agreement does not contain an automatic annual adjustment. The Port Theatre continues to be required to report to the Board by October 30th each year on its activities and financial results. It is expected that the Theatre will seek the Board’s support for further adjustments at that time and these can be included in the next proposed budget for consideration. If further adjustments are not approved the annual transfer will be \$66,902.

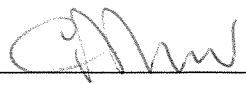
Staff recommends approving the agreement as attached to this report.

RECOMMENDATION:

That the Board authorize entering into a contribution agreement with the Port Theatre Society for a five year term from January 1, 2012 to March 31, 2017 as outlined in this report.



Report Writer



CAO Concurrence

THIS AGREEMENT made the ____ day of _____ 2012.

BETWEEN:

**THE REGIONAL DISTRICT OF NANAIMO
6300 HAMMOND BAY ROAD
NANAIMO, BC
V9T 6N2**
(hereinafter called the "Regional District")

OF THE FIRST PART

AND

**THE PORT THEATRE SOCIETY
125 FRONT STREET
NANAIMO, BC
V9R 6Z4**
(hereinafter called the "Port Theatre")

OF THE SECOND PART

WHEREAS the Regional District of Nanaimo established services within Electoral Areas A, B, C and E for the purpose of contributing to the cost of providing and operating a theatre and cultural centre known as the Port Theatre within the City of Nanaimo;

AND WHEREAS the Regional District wishes to enter into an agreement with the Port Theatre which sets out the terms and obligations associated with the contributions;

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in consideration of the Regional District transferring to the Port Theatre monies raised by requisition in Electoral Areas 'A', 'B', 'C' (defined Area 'C' and defined Area 'D') and E, the parties covenant and agree each with the other as follows:

TERM:

1. This agreement shall run from January 1, 2012 until March 31, 2017.

FUNDING:

1. The amount of contributions to be transferred as at the date this agreement is executed is \$66,902.
2. On or before March 31 in each year of the Term the Board of the Regional District of Nanaimo shall review and approve any increase in the level of funding to be transferred for the current year in conjunction with its review of the Regional District's current year operating budgets.
3. On or about August 1 in each year of the Term, the Regional District will transfer to the Port Theatre funds which have been authorized in the budget for that year, less any amounts for expenses which may be incurred by the Regional District as a result of providing the contribution services.

OBLIGATIONS OF THE PORT THEATRE:

1. On or before October 30th in each year of the Term the Port Theatre shall appear at a regularly scheduled meeting of the Regional District to:
 - (i) provide a report on the centre's activities over the previous year including identifying to the best of its ability the participation ratios of residents in all areas of the Regional District in activities at the centre and
 - (ii) provide a copy of the centre's financial statements for the previous fiscal year showing the results of operations

IN WITNESS WHEREOF the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf.

THE REGIONAL DISTRICT OF NANAIMO

Chief Administrative Officer

Senior Manager, Corporate Administration

**SIGNED ON BEHALF OF THE
PORT THEATRE SOCIETY**

Authorized Signatory

Authorized Signatory



RDN REPORT		
CAO APPROVAL <i>(Signature)</i>		
EAP		
COW	✓	Mar 13
MAR 06 2012		
RHD		
BOARD		

MEMORANDUM

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

DATE: February 24, 2012

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: **Operating Results for the Period Ending December 31, 2011**

PURPOSE:

To present an overview of the operating results for the year ending December 31, 2011.

BACKGROUND:

This report provides information on the operating results for the year ending December 31, 2011. Attached as appendices to this report are the following:

- Appendix 1 Consolidated Summary
- Appendix 2 Summary Operating Results by Department
- Appendices 3-7 Departmental Details

Overall Summary (Appendix 1)

Consolidated Revenues:

Revenues are grouped into three categories as follows:

- Grants planning studies, capital works, BC Transit operating agreement
- Operating Revenue permit fees, water/sewer user fees, solid waste tipping fees, recreation registrations and rentals
- Other Revenue transfers from reserves, interdepartmental recoveries, interest income, grants in lieu and other non-operating amounts

Operating Revenues overall are at 103% of budget. This is a result of better than expected building permit activity, recreation facility revenues, transit fares, and garbage & recycling collection user fees.

Building permit revenues ended the year at \$1,012,316 or \$79,100 (108%) more than budgeted (Appendix 4 – Development Services). In the Recreation & Parks division (Appendix 5) Oceanside Place Arena and Ravensong Aquatic Centre had revenues higher by \$31,660 (Year to date - 106%) and \$28,035 (Year to date - 105%) respectively. In the Regional & Community Utilities division (Appendix 6), extra “operating revenues” in the

Wastewater Service department are from the BC Ferries Corporation which paid a special levy with respect to releasing holding tank wastewater to the treatment plants in Nanaimo and at Duke Point (Appendix 6). Those funds were subsequently recorded as contributions to the Development Cost Charges reserve funds for those facilities. By contrast, consolidated water services revenues were slightly less than budget at \$847,760 versus a budget target of \$878,950 (96%). Under the Transportation & Solid Waste division (Appendix 7) tipping fee revenues were also less than budget at \$7.7 million versus \$8.3 million (92%) while residential garbage collection & recycling user fee billings totaled \$3.3 million versus \$3.2 million (103%).

Grant Revenues are at 91% of budget. The year to date total of \$7.3 million consists of \$5.8 million in operating grants (primarily BC Transit cost sharing) and \$1.5 million dollars in other grant funding. Capital projects completed or commenced this year with the assistance of grant funds include installation of a solar system at the Ravensong Aquatic Centre (\$58,750), BC Transit cost sharing in the Phase 2 improvements to the transit headquarters site (\$578,030), funding from the Federation of Canadian Municipalities for the cogeneration facility at the Greater Nanaimo Pollution Control Centre (\$301,100), Province of BC - Towns for Tomorrow grant funds covering the installation of well monitoring equipment under the Drinking Water/Watershed Protection service (\$31,000), and Federal Gas Tax revenue sharing - Community Works Funds which were used to install bus shelters in Electoral Areas A, E and G (\$127,000) and assist with the construction of the Nanoose Bay Peninsula water treatment plant (\$390,150).

Other Revenues are at 85% of budget at \$30.7 million. \$25.3 million of the \$36.0 million *Other Revenues* budget is a combination of debt proceeds, development cost charges reserve funds and general capital reserve funds which offset budgeted capital costs of \$33.4 million shown under Expenditures – leaving approximately \$8.1 million dollars in consolidated capital expenditures funded through the annual budget. On a year to date basis Development Cost Charges and general operating reserve funds in the amount of \$8.4 million (budgeted - \$18.1 million) and debt financing of \$3.7 million (budgeted - \$7.3 million) were applied against capital costs totaling \$16.5 million – resulting in approximately \$4.4 million dollars of capital expenditures funded from operations in 2011. Most of the remaining capital budget not expended by the end of 2011 will be carried over to the 2012 budget and re-budgeted for completion. These project carryovers have no net impact on the 2012 budget.

As noted above “Other Revenues” include interdepartmental recoveries (\$5.6 million), municipal debt payment transfers (\$4.4 million) and in 2011, \$8,000,000 was received as long term debt proceeds secured for and transferred to the Vancouver Island Regional Library to expand its administration building into a Nanaimo north public library branch.

Consolidated Expenditures:

On a consolidated basis all operating divisions performed better than budgeted which contributes in part to the consolidated accumulated surplus of \$10.8 million (budgeted - \$4.7 million). Approximately \$4.4 million of the additional surplus is for capital projects either in stream or delayed but carried over to 2012.

Staff draw the Board’s attention to Appendix 2 which shows the individual surplus amounts for each service operated by the Regional District.

Collectively the following services accounted for almost all of the additional surplus reflected in the consolidated surplus at the end of 2012:

Corporate Administration	Electoral Area Community Planning
Regional Growth Strategy	Building Inspection
Southern & Northern Community Wastewater	Drinking Water/Watershed Protection
Nanoose Bay Peninsula Water Service	Nanoose Bay Bulk Water
Regional Parks	Ravensong Aquatic Centre
Southern Community Transit	Solid Waste Disposal Management

Two types of expenditures typically show the largest budget to actual variances at the end of the year – Professional Fees and Capital Expenditures. Professional fees cover assignments for special purpose studies (examples include studies related to climate change and carbon neutrality funded through Community Works Funds, Official Community Plan reviews, Regional Growth Strategy implementation studies) as well as operational assignments such as sewer and solid waste leachate flow monitoring, instrument systems monitoring and maintenance, benchmarking and general operational advice.

The Professional Fees category also includes allowances for legal costs which can be highly variable on an actual to budget basis. The year to date performance in 2011 is not atypical, with year to date consolidated expenditures of \$1.5 million versus a consolidated budget of \$3.0 million. Development Services, Regional & Community Utilities and the Transportation & Solid Waste divisions have the largest Professional Fees budgets as well as the largest year to date variances – these will be discussed further below.

Departmental Details: (Appendices 3 to 7)

Appendix 3 – Corporate Services

The Corporate Services division has a consolidated year to date surplus of \$1.1 million compared to a budget of \$505,000. Referring to Appendix 2 this variance is mainly attributed to the results within the Corporate Administration budget. Results under Corporate Administration are better due to three items. Investment earnings were \$160,200 higher than forecast, legal and professional fees were \$104,885 less than budgeted and capital expenditures cash flow was \$142,795 less than budgeted. Capital expenditures of approximately \$100,000 are carried forward to 2012 to complete the costs of upgrading telephone systems across the organization and Professional Fees of \$82,000 are carried forward to undertake a review of organization-wide asset management record keeping practices and software options.

Appendix 4 – Development Services

The Development Services Division has a consolidated year to date surplus of \$1.1 million compared to a budget target of \$699,000. Referring to Appendix 2 this variance is mainly attributed to the results within the Electoral Area Planning, Regional Growth Management and Building Inspection services departments. The additional positive results arise from two sources. As noted earlier with respect to legal costs, legal costs budgeted in the Electoral Area Planning department were lower than forecast at December 31 and two major initiatives, the Nanaimo airport planning review and the Area Agricultural Plan were underway but not complete at year end. The Nanaimo airport planning review is cost shared between Electoral Area Planning and the Regional Growth Management service. Permit revenues earned in both Electoral Area Planning but more particularly the Building Inspection service were higher than forecast, contributing to better than anticipated results.

Appendix 5 – Recreation & Parks

The Recreation & Parks division has a consolidated year to date surplus of \$1.3 million compared to a budget target of \$628,775. Referring to Appendix 2 this variance is attributed to the results within the Regional Parks, Northern Community Recreation and Ravensong Aquatic Centre departments.

Regional Parks – this budget provides for the ongoing maintenance costs as well as major capital and land acquisition costs. Overall maintenance, development and minor structures operating expenditures for our 14 active regional parks were \$47,380 less than budget, while capital expenditures required to remediate buildings in Moorecroft Regional Park were \$170,000 less than budget. The latter funds have been carried over to 2012 to continue this work.

Northern Community Recreation - Nothing of individual significance stands out for this service. Expenditures almost across the board were less than budgeted but only slightly, adding up to an additional \$28,000 in forecast year end surplus.

Ravensong Aquatic Centre – the aquatic centre ended the year at 105% of budgeted revenues versus 103% of budgeted expenditures with no significant dollar value variances in any one category. Both Other Revenues and Capital Expenditures exceeded the budget estimates representing the final incurred costs and drawdowns from reserve funds for the building remediation and upgrade project. Building operating costs had a positive variance of approximately \$38,000 representing 2/3 of the additional year end surplus of \$57,000.

Appendix 6 – Regional & Community Utilities

The Regional & Community Utilities division has a consolidated year to date surplus of \$4.5 million compared to a budget target of \$1.8 million. Referring to Appendix 2 this variance is attributed to the results within the Wastewater and Water services.

Southern and Northern Community Wastewater – these two facilities have both significant operational and capital expenditure levels.

Regularly incurred professional fees covering operational items such as SCADA systems maintenance, flow monitoring and benchmarking account for approximately \$81,000 annually for the Northern Community Service) and \$75,000 annually for the Southern Community Service. Expenditure of the operational funds was in line with the budgeted amounts. The remainder of the Professional Fees budgets for these two services cover more specialized issues such as reviewing and recommending underground manhole repairs, outfall receiving environment assessments, odor strategy updates, plant performance reviews and periodic reviews of the long term facility upgrading strategies. At the end of 2011 \$60,800 of unexpended professional fees for the Southern Community service is carried forward to 2012 to complete an odor strategy update, to examine corrosion protection at a pump station and to cover the costs of a service contract for the new digester fuel conditioning system. Under the Northern Community service \$15,000 for a plant performance and upgrading plan review is carried forward to 2012.

Approximately \$500,000 in capital expenditures funded from operations for the Southern Community Wastewater service and \$800,000 for the Northern Community Wastewater service were not completed at December 31 and contribute to the additional year end surpluses shown on Appendix 2. For the Southern Community service, pre-design work on the upgrade to secondary treatment in the amount of \$610,500 was not started in 2011 and is carried over to 2012. Half of the cost of this project is funded from development cost charge reserves, with the remainder of \$305,250 funded through the 2011 operating budget. Similarly, a

project to repair the trickling filter vent system at the Northern Community treatment plant budgeted at \$814,000 is in the pre-design stages and will be carried over to 2012. This project which is funded entirely from operations has identified more extensive repairs than initially considered – a report outlining the final work and costs will be forthcoming later in the spring.

Water Services

Nanoose Bay Peninsula Water service – \$90,000 budgeted for the installation of well controls was ultimately determined to not be required at this time. This amount has been carried forward to 2012 to be used to replace and upgrade variable speed drives and pumps at reservoirs connected to the new water treatment plant. A further \$70,000 budgeted for water line pigging prior to completion of the water treatment plant is carried over to 2012 to be coordinated with the plant completion and commissioning early this spring. Underground maintenance allowance expenditures and professional fees were also less than budget by a cumulative amount of \$66,000 which is not attributed to any specific initiative but just generally lower than expected needs.

Drinking Water/Watershed Protection – Professional fees expended were considerably less than budgeted although the work intended is now well underway.

Nanoose Bay Bulk Water – A capital project in the amount of \$759,400 for a pump station facility did not take place. Half of the project was to be funded from development cost charge reserves with the remainder from the 2011 budget (\$379,700). The project has been put on hold pending further review.

Appendix 7 – Transportation & Solid Waste Services

The Transportation & Solid Waste division consolidated year to date surplus is \$2.9 million compared to a budget target of \$1.1 million.

Southern Community Transportation – this service ended 2011 with a surplus approximately \$1.6 million higher than budgeted. The conventional bus operation under the Southern Community Transit budget performed particularly well in 2011. Conventional transit fare revenues exceeded the 2011 budget by \$128,450 or 4%. Growth was slightly slower than in 2010 (9.9% better than budget) but still very positive overall.

Significant operating expenditure variances compared to budget include the following items:

	Budget	Actual	Variance Under (Over)	Comments
Vehicle fuel	\$1,420,770 (including contingency of \$70,770)	\$1,455,545	(\$34,775)	Increasing prices
Vehicle & equipment maintenance	\$3,296,945	\$2,694,660	\$602,285	Use of Federal Gas Tax funds to cover RDN share of capital cost of new buses for expanded service

Capital Project	\$1,466,900	\$466,900	\$1,000,000	Cash flow for initial stage of Phase 2 expansion project carried forward to 2012
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Overall, as a result of better than forecast revenues and better than forecast operating expenditures, the Southern Community service had a net additional operating surplus of approximately \$600,000. Looking forward to 2012, the additional surplus has been applied to reduce the 2012 tax requisition increase from 10.2% to 9.6%, to cover the costs of bus wash equipment originally planned to be purchased in 2013 (\$320,000 - completes Phase 2 construction one year ahead of schedule) and to establish in 2012 a capital reserve fund (\$177,000).

Solid Waste Services - As mentioned at the beginning of this report, tipping fee revenues at the solid waste disposal sites were less than budgeted by approximately \$638,000. Professional Fees were approximately \$400,000 less than budgeted. The department is carrying forward \$100,000 for the update of the Solid Waste Management Plan, \$128,000 to complete pre-design work to relocate and reconstruct administrative buildings to make additional fill space available at the regional landfill site and \$50,000 for the purchase and implementation of an ISO management system. Monies budgeted for environmental monitoring were also lower than budget by \$43,000 reflecting the sequencing of when reports for the prior year are submitted. Wages & benefits were above budget as a result of commissioning the new transfer station site however all other operating costs were less than budget. Overall, including capital expenditures the Solid Waste service shows a surplus \$272,000 more than budgeted.

SUMMARY/CONCLUSIONS:


The attached schedules reflect the operating activities of the Regional District for the fiscal year ending December 31, 2011. All departments reported better than budgeted expenditure results while for the most part operating revenues were in line with forecasts. The workplan for capital expenditures and special purpose studies while only partially complete at December 31, 2011 was largely underway by the end of the year. Individual surpluses have been examined and amounts in excess of budget have been explained in this report. Staff recommend receiving this report for information.

RECOMMENDATION:

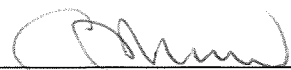
That the summary report of financial results for the year ended December 31, 2011 be received for information.



 Report Writer



 General Manager



 C.A.O. Concurrence



GENERAL REVENUE FUND
December 31, 2011

	CORPORATE SERVICES			DEVELOPMENT SERVICES			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES																		
TAX REQUISITION	\$6,115,508	\$6,115,508	100%	\$2,112,726	\$2,112,729	100%	\$11,958,051	\$11,958,051	100%	\$8,676,954	\$8,676,954	100%	\$7,146,105	\$7,146,105	100%	\$36,009,344	\$36,009,347	100%
GRANTS	150,921	128,000	118%	360,697	808,710	45%	801,204	599,449	134%	131,705	436,110	30%	5,820,112	6,001,905	97%	7,264,639	7,974,174	91%
OPERATING REVENUE	503,296	160,545	313%	1,158,566	1,056,189	110%	2,199,374	1,760,225	125%	1,403,725	1,370,060	102%	14,977,639	15,314,877	98%	20,242,600	19,661,896	103%
OTHER REVENUE	17,760,860	12,500,440	142%	228,752	258,895	88%	4,112,117	12,588,111	33%	4,704,685	4,869,260	97%	3,852,452	5,752,145	67%	30,658,866	35,968,851	85%
PRIOR YEAR'S SURPLUS (DEFICIT)	1,356,928	1,358,035	100%	1,237,991	1,237,975	100%	4,472,680	4,472,815	100%	1,260,571	1,260,530	100%	3,523,953	3,523,940	100%	11,852,123	11,853,295	100%
TOTAL REVENUES	25,887,513	20,262,528	128%	5,098,732	5,474,498	93%	23,543,426	31,378,651	75%	16,177,640	16,612,914	97%	35,320,261	37,738,972	94%	106,027,572	111,467,563	95%
EXPENSES																		
OFFICE OPERATING	9,021,814	1,259,195	716%	672,109	793,941	85%	911,677	1,047,210	87%	735,690	762,528	96%	3,753,012	3,824,330	98%	15,094,302	7,687,204	196%
COMMUNITY GRANTS	31,878	37,353	85%	0	0	0	0	0	0	100,900	104,625	96%	0	0	0	132,778	141,978	94%
LEGISLATIVE	333,569	314,545	106%	0	0	0	0	0	0	0	0	0	0	0	0	333,569	314,545	106%
PROFESSIONAL FEES	302,422	440,180	69%	474,805	1,014,492	47%	341,893	722,054	47%	146,065	183,900	79%	285,869	709,950	40%	1,551,054	3,070,576	51%
BUILDING - OPER & MAINT	227,886	270,855	84%	68,301	78,113	87%	241,781	308,225	78%	794,863	848,876	94%	337,065	396,551	85%	1,669,916	1,902,620	88%
VEH & EQUIP - OPER & MAINT	257,597	290,130	89%	42,350	38,810	109%	795,512	827,351	96%	169,779	200,779	85%	4,696,303	5,445,877	86%	5,961,541	6,802,947	88%
OTHER OPERATING COSTS	290,784	314,105	93%	154,495	177,291	87%	3,228,655	3,517,144	92%	270,772	443,087	61%	5,904,163	6,450,428	92%	9,849,869	10,902,055	90%
WAGES & BENEFITS	3,231,079	3,138,064	103%	2,153,167	2,189,635	98%	3,519,712	3,650,125	96%	3,860,709	3,959,133	98%	11,584,794	11,354,398	102%	24,349,461	24,291,355	100%
PROGRAM COSTS	0	0	0	14,786	30,000	49%	0	0	0	119,403	143,960	83%	0	0	0	134,189	173,960	77%
CAPITAL EXPENDITURES	1,975,539	4,773,480	41%	163,382	253,560	64%	4,851,913	15,289,954	32%	5,230,404	5,950,856	88%	4,251,102	7,152,370	59%	16,472,340	33,420,220	49%
DEBT FINANCING - INTEREST	2,694,782	2,701,820	100%	0	0	0	411,285	454,940	90%	745,994	770,495	97%	0	0	0	3,852,061	3,927,255	98%
DEBT FINANCING - PRINCIPAL	1,963,717	1,963,725	100%	0	0	0	537,345	537,730	100%	997,125	1,042,645	96%	0	0	0	3,498,187	3,544,100	99%
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO RESERVE FUND	779,194	560,120	139%	239,720	183,905	130%	4,229,287	3,201,015	132%	279,340	114,340	244%	1,623,568	1,265,445	128%	7,151,109	5,324,825	134%
TRSF TO OTHER GOV'T/AGENCIES	3,688,816	3,693,460	100%	15,135	15,775	96%	1,235	10,000	12%	1,457,615	1,458,915	100%	0	0	0	5,162,801	5,178,150	100%
TOTAL EXPENDITURES	24,799,077	19,757,032	126%	3,998,250	4,775,522	84%	19,071,295	29,565,748	65%	14,908,679	15,984,139	93%	32,435,876	36,670,119	88%	95,213,177	106,752,560	89%
OPERATING SURPLUS (DEFICIT)	\$1,088,436	\$505,496		\$1,100,482	\$698,976		\$4,472,131	\$1,812,903		\$1,268,961	\$628,775		\$2,884,385	\$1,068,853		\$10,814,395	\$4,715,003	

REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
 December 31, 2011

	Revenues			Expenditures			Surplus	
	2011 Actual	2011 Budget	Variance	2011 Actual	2011 Budget	Variance	2011 Actual	2011 Budget
CORPORATE SERVICES								
Corporate Administration	\$5,428,229	\$5,348,863	101%	\$4,906,056	\$5,288,215	93%	\$522,173	\$60,648
Electoral Areas Administration	857,092	831,605	103%	708,342	684,157	104%	148,750	147,448
Public Safety								
D68 E911	91,429	91,390	100%	85,602	89,860	95%	5,827	1,530
D69 E911	549,902	549,900	100%	516,884	516,885	100%	33,018	33,015
Community Justice	87,807	87,725	100%	87,725	87,725	100%	82	0
Fire Protection - Volunteer								
Coombs-Hilliars	408,145	450,035	91%	408,146	450,035	91%	(1)	0
Errington	261,969	254,950	103%	261,969	254,950	103%	0	0
Nanoose	1,925,546	4,285,120	45%	1,771,806	4,187,075	42%	153,740	98,045
Dashedwood	393,100	458,080	86%	393,101	458,080	86%	(1)	0
Meadowood	174,920	174,920	100%	139,357	139,360	100%	35,563	35,560
Extension	160,050	156,160	102%	131,915	156,160	84%	28,135	0
Nanaimo River	18,141	18,140	100%	18,141	17,795	102%	0	345
Bow Horn Bay	499,742	562,565	89%	499,742	562,565	89%	0	0
Fire Protection - Service Contracts								
French Creek (Area G)	498,119	497,905	100%	419,227	418,095	100%	78,892	79,810
Parksville Local (Area G)	163,382	163,380	100%	116,330	116,330	100%	47,052	47,050
Cassidy/Waterloo (Area A & C)	192,500	197,200	98%	165,516	197,200	84%	26,984	0
Wellington (Area C)	63,273	63,270	100%	55,051	61,225	90%	8,222	2,045
Regional Library	9,617,839	1,557,020	618%	9,617,839	1,557,020	618%	0	0
Feasibility Studies								
Electoral Area E	2,164	0		2,164	0		0	0
Electoral Area G	5,570	5,570	100%	5,570	5,570	100%	0	0
Electoral Area H	38,078	37,640	101%	38,078	37,640	101%	0	0
Municipal Debt Transfers	4,429,016	4,449,590	100%	4,429,016	4,449,590	100%	0	0
House Numbering	21,500	21,500	100%	21,500	21,500	100%	0	0
	\$25,887,513	\$20,262,528	128%	\$24,799,077	\$19,757,032	126%	\$1,088,436	\$505,496

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
December 31, 2011**

	Revenues			Expenditures			Surplus	
	2011 Actual	2011 Budget	Variance	2011 Actual	2011 Budget	Variance	2011 Actual	2011 Budget
DEVELOPMENT SERVICES								
EA Community Planning	\$1,885,897	\$1,865,830	101%	\$1,477,597	\$1,662,229	89%	\$408,300	\$203,601
Community Works Fund - Dev Svcs	247,660	711,935	35%	247,660	711,935	35%	0	0
Regional Growth Management	723,020	720,460	100%	412,140	503,146	82%	310,880	217,314
Emergency Planning	356,064	354,736	100%	348,395	348,267	100%	7,669	6,469
Search & Rescue	27,589	27,430	101%	27,135	27,135	100%	454	295
Building Inspection	1,331,708	1,252,665	106%	1,011,442	1,029,784	98%	320,266	222,881
Bylaw Enforcement								
Animal Control F	47,412	47,410	100%	37,232	47,410	79%	10,180	0
Animal Control A, B, C & Lantzville	79,830	79,830	100%	65,267	64,068	102%	14,563	15,762
Animal Control E, G & H	99,362	98,080	101%	89,807	87,885	102%	9,555	10,195
Nuisance Premises	15,491	22,490	69%	7,513	15,170	50%	7,978	7,320
Hazardous Properties	7,296	9,795	74%	6,320	9,041	70%	976	754
Noise Control								
Electoral Area A	11,860	11,859	100%	7,029	7,083	99%	4,831	4,776
Electoral Area B	8,211	8,180	100%	8,831	6,749	131%	(620)	1,431
Electoral Area C	18,936	18,935	100%	16,877	17,083	99%	2,059	1,852
Electoral Area E	7,824	7,825	100%	6,882	7,080	97%	942	745
Electoral Area G	10,796	9,950	109%	8,348	7,561	110%	2,448	2,389
General Enforcement	219,776	227,088	97%	219,777	223,895	98%	(1)	3,193
	\$5,098,732	\$5,474,498	93%	\$3,998,252	\$4,775,521	84%	\$1,100,480	\$698,977
RECREATION & PARKS SERVICES								
Regional Parks	\$6,306,213	\$6,410,259	98%	\$5,929,103	\$6,314,405	94%	\$377,110	\$95,854
Community Parks								
Electoral Area A	186,992	660,320	28%	164,482	636,747	26%	22,510	23,573
Electoral Area B	220,105	220,090	100%	157,753	206,604	76%	62,352	13,486
Electoral Area C	64,078	64,070	100%	38,758	64,070	60%	25,320	0
Electoral Area D	88,027	88,020	100%	64,993	70,102	93%	23,034	17,918
Electoral Area E	99,981	99,965	100%	83,984	95,178	88%	15,997	4,787
Electoral Area F	164,286	164,270	100%	110,231	118,967	93%	54,055	45,303
Electoral Area G	158,151	149,710	106%	131,788	130,765	101%	26,363	18,945
Electoral Area H	165,261	193,070	86%	106,410	176,946	60%	58,851	16,124
Area A Recreation & Culture	245,821	255,925	96%	168,135	209,950	80%	77,686	45,975
Northern Community Recreation	1,498,384	1,498,460	100%	1,393,839	1,422,284	98%	104,545	76,176
Oceanside Place Arena	2,264,803	2,234,140	101%	2,180,239	2,233,766	98%	84,564	374
Ravensong Aquatic Center	3,530,263	3,389,510	104%	3,204,727	3,121,285	103%	325,536	268,225
Gabriola Island Recreation	90,111	90,070	100%	86,398	88,035	98%	3,713	2,035
Southern Community Recreation	1,017,769	1,017,765	100%	1,010,569	1,017,765	99%	7,200	0
Hotel Room Tax	0	0		0	0		0	0
Port Theater Contribution	77,396	77,270	100%	77,270	77,270	100%	126	0
	\$16,177,641	\$16,612,914	97%	\$14,908,679	\$15,984,139	93%	\$1,268,962	\$628,775

REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
December 31, 2011

	Revenues			Expenditures			Surplus	
	2011 Actual	2011 Budget	Variance	2011 Actual	2011 Budget	Variance	2011 Actual	2011 Budget
REGIONAL & COMMUNITY UTILITIES								
Regional & Community Utilities Administration	\$313,174	\$300,100	104%	\$313,174	\$300,101	104%	\$0	(\$1)
Community Works Fund - Eng Serv	0	0		0	0		0	0
Wastewater Management								
Wastewater Management Plan	288,285	295,390	98%	116,069	237,594	49%	172,216	57,796
Southern Community Wastewater	8,568,070	14,320,815	60%	7,657,338	14,103,891	54%	910,732	216,924
Northern Community Wastewater	5,450,183	6,002,256	91%	4,166,649	5,527,612	75%	1,283,534	474,644
Duke Point Wastewater	403,516	290,725	139%	298,538	244,103	122%	104,978	46,622
Water Supply								
Whiskey Creek	111,355	161,320	69%	93,566	161,319	58%	17,789	1
French Creek	222,037	228,585	97%	169,733	227,674	75%	52,304	911
Surfside	44,626	43,348	103%	23,546	26,051	90%	21,080	17,297
Decourcy	11,477	11,308	101%	8,601	8,815	98%	2,876	2,493
San Pareil	208,695	218,580	95%	183,510	205,933	89%	25,185	12,647
Driftwood	7,854	7,850	100%	7,847	7,850	100%	7	0
Englishman River	251,687	264,030	95%	124,915	155,268	80%	126,772	108,762
Melrose Terrace	23,626	25,240	94%	19,193	24,674	78%	4,433	566
Nanoose Bay Peninsula	1,922,250	1,926,405	100%	1,393,560	1,724,707	81%	528,690	201,698
Drinking Water/Watershed Protection	793,767	833,234	95%	465,207	659,996	70%	328,560	173,238
Nanoose Bay Bulk	2,150,672	3,599,550	60%	1,801,517	3,509,650	51%	349,155	89,900
French Creek Bulk	450,832	535,775	84%	400,544	492,929	81%	50,288	42,846
Sewer Collection								
French Creek	781,131	776,855	101%	722,374	731,329	99%	58,757	45,526
Nanoose (Fairwinds)	789,346	785,048	101%	510,471	592,521	86%	278,875	192,527
Pacific Shores	77,118	77,115	100%	48,155	50,138	96%	28,963	26,977
Surfside	49,294	48,536	102%	33,531	34,578	97%	15,763	13,958
Cedar	149,214	146,560	102%	137,345	135,100	102%	11,869	11,460
Englishman River Stormwater	18,637	18,635	100%	4,399	5,480	80%	14,238	13,155
Cedar Estates Stormwater	7,775	7,775	100%	1,225	4,500	27%	6,550	3,275
Barclay Crescent	199,457	196,410	102%	167,053	170,576	98%	32,404	25,834
Pump & Haul	2,822	2,620	108%	2,821	2,620	108%	1	0
Streetlighting	116,644	116,586	100%	70,535	82,739	85%	46,109	33,847
Engineering Services	129,882	138,000	94%	129,881	138,000	94%	1	0
	\$23,543,426	\$31,378,651	75%	\$19,071,297	\$29,565,748	65%	\$4,472,129	\$1,812,903
TRANSPORTATION AND SOLID WASTE SERVICES								
Gabriola Island Emergency Wharf	\$8,798	\$8,795	100%	\$6,762	\$6,150	110%	\$2,036	\$2,645
Southern Community Transit	17,822,555	17,749,555	100%	15,716,648	17,251,570	91%	2,105,907	497,985
Northern Community Transit	1,453,106	1,478,995	98%	1,338,862	1,416,188	95%	114,244	62,807
Solid Waste Disposal	11,997,287	14,549,758	82%	11,689,031	14,473,459	81%	308,256	76,299
Solid Waste Collection & Recycling	4,038,515	3,951,869	102%	3,684,573	3,522,750	105%	353,942	429,119
	\$35,320,261	\$37,738,972	94%	\$32,435,876	\$36,670,117	88%	\$2,884,385	\$1,068,855
TOTAL ALL SERVICES	\$106,027,573	\$111,467,563	95%	\$95,213,181	\$106,752,557	89%	\$10,814,392	\$4,715,006

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
December 31, 2011**

	Corporate Administration			Electoral Area Administration			Public Safety			Fire Protection			Regional Library		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES															
TAX REQUISITION	\$815,483	\$815,483	100%	\$313,000	\$313,000	100%	\$706,130	\$706,130	100%	\$2,686,805	\$2,686,805	100%	\$1,557,020	\$1,557,020	100%
GRANTS	99,506	94,500	105%	20,511	18,000	114%	78	0	0	20,388	5,500	371%	0	0	0
OPERATING REVENUE	285,199	129,000	228%	37,966	14,995	253%	39	0	0	117,109	20,550	570%	60,819	0	0
OTHER REVENUE	3,669,669	3,754,380	98%	86,000	86,000	100%	0	0	0	1,576,175	4,210,470	37%	8,000,000	0	0
PRIOR YEAR'S SURPLUS (DEFICIT)	558,372	559,500	100%	399,615	399,610	100%	22,891	22,885	100%	358,410	358,400	100%	0	0	0
TOTAL REVENUES	5,428,229	5,348,863	101%	857,092	831,605	103%	729,138	729,015	100%	4,758,887	7,281,725	65%	9,617,839	1,557,020	618%
EXPENSES															
OFFICE OPERATING	563,308	726,555	78%	328,838	360,445	91%	16,101	16,020	101%	88,857	134,675	66%	8,003,210	0	0
COMMUNITY GRANTS	31,878	37,353	85%	0	0	0	0	0	0	0	0	0	0	0	0
LEGISLATIVE	242,352	252,670	96%	74,152	53,750	138%	0	0	0	17,065	8,125	210%	0	0	0
PROFESSIONAL FEES	197,874	389,090	51%	60,733	13,150	462%	1,074	0	0	1,721	300	574%	778	0	0
BUILDING - OPER & MAINT	163,614	178,680	92%	4,758	8,325	57%	782	315	248%	58,732	83,535	70%	0	0	0
VEH & EQUIP - OPER & MAINT	27,828	42,315	66%	3,740	4,300	87%	4,674	5,150	91%	221,355	238,365	93%	0	0	0
OTHER OPERATING COSTS	59,685	75,105	79%	0	0	0	0	0	0	231,099	239,000	97%	0	0	0
WAGES & BENEFITS	2,992,434	2,916,877	103%	225,273	212,187	106%	0	0	0	13,372	9,000	149%	0	0	0
CAPITAL EXPENDITURES	277,799	420,595	66%	10,848	32,000	34%	0	0	0	1,686,892	4,320,885	39%	0	0	0
DEBT FINANCING - INTEREST	0	0	0	0	0	0	0	0	0	93,017	136,315	68%	56,831	0	0
DEBT FINANCING - PRINCIPAL	0	0	0	0	0	0	0	0	0	79,635	79,640	100%	0	0	0
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO RESERVE FUND	323,815	223,815	145%	0	0	0	6,800	6,800	100%	443,009	323,935	137%	0	0	0
TRSF TO OTHER GOVT/AGENCIES	25,469	25,160	101%	0	0	0	660,780	666,185	99%	1,445,547	1,445,095	100%	1,557,020	1,557,020	100%
TOTAL EXPENDITURES	4,906,056	5,288,215	93%	708,342	684,157	104%	690,211	694,470	99%	4,380,301	7,018,870	62%	9,617,839	1,557,020	618%
OPERATING SURPLUS (DEFICIT)	\$522,173	\$60,648		\$148,750	\$147,448		\$38,927	\$34,545		\$378,586	\$262,855		\$0	\$0	

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
December 31, 2011**

	Feasibility Studies			Municipal Debt Transfers			House Numbering			Total Corporate Services		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES												
TAX REQUISITION	\$15,570	\$15,570	100%	\$0	\$0		\$21,500	\$21,500	100%	\$6,115,508	\$6,115,508	100%
GRANTS	10,438	10,000	104%	0	0		0	0		150,921	128,000	118%
OPERATING REVENUE	2,164	0		0	0		0	0		503,296	160,545	313%
OTHER REVENUE	0	0		4,429,016	4,449,590	100%	0	0		17,760,860	12,500,440	142%
PRIOR YEAR'S SURPLUS (DEFICIT)	17,640	17,640	100%	0	0		0	0		1,356,928	1,358,035	100%
TOTAL REVENUES	45,812	43,210	106%	4,429,016	4,449,590	100%	21,500	21,500	100%	25,887,513	20,262,528	128%
EXPENSES												
OFFICE OPERATING	0	0		0	0		21,500	21,500	100%	9,021,814	1,259,195	716%
COMMUNITY GRANTS	0	0		0	0		0	0		31,878	37,353	85%
LEGISLATIVE	0	0		0	0		0	0		333,569	314,545	106%
PROFESSIONAL FEES	40,242	37,640	107%	0	0		0	0		302,422	440,180	69%
BUILDING - OPER & MAINT	0	0		0	0		0	0		227,886	270,855	84%
VEH & EQUIP - OPER & MAINT	0	0		0	0		0	0		257,597	290,130	89%
OTHER OPERATING COSTS	0	0		0	0		0	0		290,784	314,105	93%
WAGES & BENEFITS	0	0		0	0		0	0		3,231,079	3,138,064	103%
CAPITAL EXPENDITURES	0	0		0	0		0	0		1,975,539	4,773,480	41%
DEBT FINANCING - INTEREST	0	0		2,544,934	2,565,505	99%	0	0		2,694,782	2,701,820	100%
DEBT FINANCING - PRINCIPAL	0	0		1,884,082	1,884,085	100%	0	0		1,963,717	1,963,725	100%
CONTINGENCY	0	0		0	0		0	0		0	0	0
TRSF TO RESERVE FUND	5,570	5,570	100%	0	0		0	0		779,194	560,120	139%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		3,688,816	3,693,460	100%
TOTAL EXPENDITURES	45,812	43,210	106%	4,429,016	4,449,590	100%	21,500	21,500	100%	24,799,077	19,757,032	126%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$0	\$0		\$0	\$0		\$1,088,436	\$505,496	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
December 31, 2011**

	EA Community Planning			Comm Works Fund Projects			Regional Growth Management			Emergency Planning		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES												
TAX REQUISITION	\$1,269,985	\$1,269,985	100%	\$0	\$0		\$358,982	\$358,985	100%	\$204,300	\$204,300	100%
GRANTS	13,413	20,000	67%	247,660	688,935	36%	2,495	0		96,812	99,640	97%
OPERATING REVENUE	110,311	84,500	131%	0	0		64	0		22,374	18,221	123%
OTHER REVENUE	12,842	12,000	107%	0	23,000		0	0		0	0	
PRIOR YEAR'S SURPLUS (DEFICIT)	479,346	479,345	100%	0	0		361,479	361,475	100%	32,578	32,575	100%
TOTAL REVENUES	1,885,897	1,865,830	101%	247,660	711,935	35%	723,020	720,460	100%	356,064	354,736	100%
EXPENSES												
OFFICE OPERATING	384,615	446,408	86%	1,847	20,000	9%	103,650	128,905	80%	41,543	54,625	76%
PROFESSIONAL FEES	84,825	171,000	50%	75,961	459,060	17%	18,978	82,500	23%	133,068	125,615	106%
BUILDING - OPER & MAINT	39,131	42,313	92%	0	2,000		645	5,100	13%	1,385	1,700	81%
VEH & EQUIP - OPER & MAINT	7,794	5,235	149%	0	0		350	350	100%	6,925	7,865	88%
OTHER OPERATING COSTS	80,340	89,565	90%	0	0		5,007	12,600	40%	6,247	7,100	88%
WAGES & BENEFITS	864,347	879,358	98%	48,630	52,465	93%	280,293	271,786	103%	117,681	109,622	107%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		1,816	0	
CAPITAL EXPENDITURES	9,545	21,350	45%	121,222	178,410	68%	2,812	1,500	187%	930	2,300	40%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	7,000	7,000	100%	0	0		405	405	100%	26,800	26,800	100%
TRSF TO OTHER GOV'T/AGENCIES	0	0		0	0		0	0		12,000	12,640	95%
TOTAL EXPENDITURES	1,477,597	1,662,229	89%	247,660	711,935	35%	412,140	503,146	82%	348,395	348,267	100%
OPERATING SURPLUS (DEFICIT)	\$408,300	\$203,601		\$0	\$0		\$310,880	\$217,314		\$7,669	\$6,469	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
December 31, 2011**

	Search & Rescue			Building Inspection			Bylaw Enforcement			Total Development Services		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES												
TAX REQUISITION	\$27,000	\$27,000	100%	\$0	\$0		\$252,459	\$252,459	100%	2,112,726	\$2,112,729	100%
GRANTS	286	135	212%	0	0		31	0		360,697	808,710	45%
OPERATING REVENUE	5	0		1,012,316	933,275	108%	13,496	20,193	67%	1,158,566	1,056,189	110%
OTHER REVENUE	0	0		0	0		215,910	223,895	96%	228,752	258,895	88%
PRIOR YEAR'S SURPLUS (DEFICIT)	298	295	101%	319,392	319,390	100%	44,898	44,895	100%	1,237,991	1,237,975	100%
TOTAL REVENUES	27,589	27,430	101%	1,331,708	1,252,665	106%	526,794	541,442	97%	5,098,732	5,474,498	93%
EXPENSES												
OFFICE OPERATING	0	0		109,783	108,865	101%	30,671	35,138	87%	672,109	793,941	85%
PROFESSIONAL FEES	0	0		1,998	2,000	100%	159,975	174,317	92%	474,805	1,014,492	47%
BUILDING - OPER & MAINT	24,000	24,000	100%	140	0		3,000	3,000	100%	68,301	78,113	87%
VEH & EQUIP - OPER & MAINT	0	0		20,334	18,360	111%	6,947	7,000	99%	42,350	38,810	109%
OTHER OPERATING COSTS	0	0		4,465	5,445	82%	58,436	62,581	93%	154,495	177,291	87%
WAGES & BENEFITS	0	0		647,064	685,114	94%	195,152	191,290	102%	2,153,167	2,189,635	98%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		12,970	30,000	43%	0	0		14,786	30,000	49%
CAPITAL EXPENDITURES	0	0		28,873	50,000	58%	0	0		163,382	253,560	64%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		185,815	130,000	143%	19,700	19,700	100%	239,720	183,905	130%
TRSF TO OTHER GOV'T/AGENCIES	3,135	3,135	100%	0	0		0	0		15,135	15,775	96%
TOTAL EXPENDITURES	27,135	27,135	100%	1,011,442	1,029,784	98%	473,881	493,026	96%	3,998,250	4,775,522	84%
OPERATING SURPLUS (DEFICIT)	\$454	\$295		\$320,266	\$222,881		\$52,913	\$48,416		\$1,100,482	\$698,976	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
December 31, 2011**

	Regional Parks			Community Parks			Area A Recreation & Culture			Northern Community Recreation			Oceanside Place Arena		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES															
TAX REQUISITION	\$1,641,579	\$1,641,579	100%	\$779,385	\$779,385	100%	\$105,100	\$105,100	100%	\$1,092,905	\$1,092,905	100%	\$1,581,985	\$1,581,985	100%
GRANTS	40,263	63,630	63%	324	361,530	0%	2,486	2,950	84%	29,237	7,500	390%	0	0	
OPERATING REVENUE	9,779	6,500	150%	2,963	0		12,117	22,000	55%	201,586	224,000	90%	604,600	572,940	106%
OTHER REVENUE	4,330,835	4,414,800	98%	42,088	176,500	24%	240	0		1,600	1,000	160%	29,960	30,960	97%
PRIOR YEAR'S SURPLUS (DEFICIT)	283,757	283,750	100%	322,121	322,100	100%	125,878	125,875	100%	173,056	173,055	100%	48,258	48,255	100%
TOTAL REVENUES	6,306,213	6,410,259	98%	1,146,881	1,639,515	70%	245,821	255,925	96%	1,498,384	1,498,460	100%	2,264,803	2,234,140	101%
EXPENSES															
OFFICE OPERATING	144,255	153,375	94%	79,885	86,718	92%	17,596	20,250	87%	143,473	155,645	92%	175,038	176,895	99%
PROFESSIONAL FEES	99,261	104,000	95%	18,802	46,000	41%	3,846	500	769%	10,288	2,900	355%	4,593	10,500	44%
BUILDING - OPER & MAINT	187,929	195,835	96%	24,193	14,201	170%	4,893	6,515	75%	22,302	22,030	101%	288,137	297,700	97%
VEH & EQUIP - OPER & MAINT	26,054	29,049	90%	14,466	23,200	62%	13	0		21,549	25,615	84%	97,322	97,955	99%
OTHER OPERATING COSTS	91,179	161,700	56%	105,180	196,612	53%	6,728	6,550	103%	23,820	30,200	79%	20,480	17,700	116%
WAGES & BENEFITS	412,313	441,355	93%	404,346	398,478	101%	111,279	118,765	94%	725,393	734,559	99%	966,882	1,026,886	94%
COMMUNITY GRANTS	0	0		6,739	0		8,097	24,870	33%	68,480	69,055	99%	1,839	700	263%
RECREATION PROGRAMS	41	1,500	3%	409	0		4,585	10,500	44%	69,964	74,110	94%	8,562	9,750	88%
CAPITAL EXPENDITURES	4,808,691	5,090,766	94%	49,503	579,250	9%	1,098	12,000	9%	8,820	8,420	105%	1,622	9,920	16%
DEBT FINANCING - INTEREST	39,200	71,125	55%	24,106	24,150	100%	0	0		0	0		312,532	312,530	100%
DEBT FINANCING - PRINCIPAL	0	45,520		16,770	16,770	100%	0	0		0	0		273,052	273,050	100%
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	100,180	180		86,000	86,000	100%	10,000	10,000	100%	17,800	17,800	100%	30,180	180	
TRSF TO OTHER GOVT/AGENCIES	20,000	20,000	100%	28,000	28,000	100%	0	0		281,950	281,950	100%	0	0	
TOTAL EXPENDITURES	5,929,103	6,314,405	94%	858,399	1,499,379	57%	168,135	209,950	80%	1,393,839	1,422,284	98%	2,180,239	2,233,766	98%
OPERATING SURPLUS (DEFICIT)	\$377,110	\$95,854		\$288,482	\$140,136		\$77,686	\$45,975		\$104,545	\$76,176		\$84,564	\$374	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
December 31, 2011**

	Ravensong Aquatic Center			Gabriola Island Recreation			Southern Community Recreation & Culture			Total Recreation & Parks		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES												
TAX REQUISITION GRANTS	\$2,298,535	\$2,298,535	100%	\$88,195	\$88,195	100%	\$1,089,270	\$1,089,270	100%	\$8,676,954	\$8,676,954	100%
OPERATING REVENUE	58,750	0	104%	519	500	104%	126	0	100%	131,705	436,110	30%
OTHER REVENUE	572,657	544,620	105%	23	0		0	0		1,403,725	1,370,060	102%
PRIOR YEAR'S SURPLUS (DEFICIT)	299,962	246,000	122%	0	0		0	0		4,704,685	4,869,260	97%
	300,359	300,355	100%	1,374	1,375	100%	5,768	5,765	100%	1,260,571	1,260,530	100%
TOTAL REVENUES	3,530,263	3,389,510	104%	90,111	90,070	100%	1,095,164	1,095,035	100%	16,177,640	16,612,914	97%
EXPENSES												
OFFICE OPERATING	171,398	165,335	104%	4,045	4,310	94%	0	0		735,690	762,528	96%
PROFESSIONAL FEES	9,275	20,000	46%	0	0		0	0		146,065	183,900	79%
BUILDING - OPER & MAINT	242,155	280,200	86%	0	0		25,274	32,395	78%	794,883	848,876	94%
VEH & EQUIP - OPER & MAINT	10,229	24,855	41%	146	105	139%	0	0		169,779	200,779	85%
OTHER OPERATING COSTS	23,254	29,800	78%	131	450	29%	0	75		270,772	443,087	61%
WAGES & BENEFITS	1,223,520	1,222,320	100%	16,976	16,770	101%	0	0		3,860,709	3,959,133	98%
COMMUNITY GRANTS	15,745	10,000	157%	0	0		0	0		100,900	104,625	96%
RECREATION PROGRAMS	35,842	48,100	75%	0	0		0	0		119,403	143,960	83%
CAPITAL EXPENDITURES	360,670	250,500	144%	0	0		0	0		5,230,404	5,950,856	88%
DEBT FINANCING - INTEREST	370,156	362,690	102%	0	0		0	0		745,994	770,495	97%
DEBT FINANCING - PRINCIPAL	707,303	707,305	100%	0	0		0	0		997,125	1,042,645	96%
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	35,180	180		0	0		0	0		279,340	114,340	244%
TRSF TO OTHER GOVT/AGENCIES	0	0		65,100	66,400	98%	1,062,565	1,062,565	100%	1,457,615	1,458,915	100%
TOTAL EXPENDITURES	3,204,727	3,121,285	103%	86,398	88,035	98%	1,087,839	1,095,035	99%	14,908,679	15,984,139	93%
OPERATING SURPLUS (DEFICIT)	\$325,536	\$268,225		\$3,713	\$2,035		\$7,325	\$0		\$1,268,961	\$628,775	

**REGIONAL DISTRICT OF NANAIMO
REGIONAL & COMMUNITY UTILITIES
December 31, 2011**

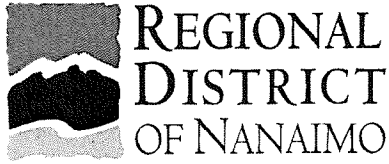
	Wastewater Management			Water Supply			Sewer Collection			Street Lighting			Total Regional & Community Utilities		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES															
TAX REQUISITION	\$8,494,495	\$8,494,495	100%	\$2,202,960	\$2,202,960	100%	\$1,185,085	\$1,185,085	100%	\$75,511	\$75,511	100%	\$11,958,051	\$11,958,051	100%
GRANTS	377,100	75,470	500%	423,195	523,524	81%	392	0	0	517	455	114%	801,204	599,449	134%
OPERATING REVENUE	904,117	484,090	195%	847,761	878,951	96%	429,105	414,184	104%	0	0	0	2,199,374	1,760,225	125%
OTHER REVENUE	2,780,756	9,721,481	29%	901,832	2,426,580	37%	4,864	4,950	98%	0	0	0	4,112,117	12,588,111	33%
PRIOR YEAR'S SURPLUS (DEFICIT)	2,153,586	2,153,650	100%	1,823,130	1,823,210	100%	455,348	455,335	100%	40,616	40,620	100%	4,472,680	4,472,815	100%
TOTAL REVENUES	14,710,054	20,909,186	70%	6,198,878	7,855,225	79%	2,074,794	2,059,554	101%	116,644	116,586	100%	23,543,426	31,378,651	75%
EXPENSES															
OFFICE OPERATING	590,051	680,056	87%	240,854	277,021	87%	65,046	78,503	83%	1,025	1,045	98%	911,677	1,047,210	87%
PROFESSIONAL FEES	225,584	424,145	53%	104,279	276,569	38%	10,391	11,340	92%	0	0	0	341,893	722,054	47%
BUILDING - OPER & MAINT	122,904	143,706	86%	81,019	107,407	75%	25,906	31,312	83%	10,526	25,800	41%	241,781	308,225	78%
VEH & EQUIP - OPER & MAINT	630,081	646,400	97%	93,774	105,540	89%	67,083	75,411	89%	0	0	0	795,512	827,351	96%
WAGES & BENEFITS	1,914,947	2,009,275	95%	932,241	953,748	98%	260,131	278,289	93%	917	917	100%	3,519,712	3,650,125	96%
OTHER OPERATING COSTS	1,879,536	1,923,613	98%	471,179	680,134	69%	819,048	857,020	96%	52,347	49,257	106%	3,229,655	3,517,144	92%
CAPITAL EXPENDITURES	3,136,426	11,505,710	27%	1,680,369	3,731,489	45%	33,424	50,255	67%	0	0	0	4,851,913	15,289,954	32%
DEBT FINANCING - INTEREST	118,363	118,365	100%	191,257	236,545	81%	101,665	100,030	102%	0	0	0	411,285	454,940	90%
DEBT FINANCING - PRINCIPAL	129,063	129,065	100%	332,674	333,055	100%	75,608	75,610	100%	0	0	0	537,345	537,730	100%
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO RESERVE FUND	3,491,637	2,532,865	138%	562,858	493,358	114%	169,072	169,072	100%	5,720	5,720	100%	4,229,287	3,201,015	132%
TRSF TO OTHER GOVT/AGENCIES	0	0	0	1,235	10,000	12%	0	0	0	0	0	0	1,235	10,000	12%
TOTAL EXPENDITURES	12,238,592	20,113,200	61%	4,691,739	7,204,866	65%	1,627,374	1,726,842	94%	70,535	82,739	85%	19,071,295	29,565,748	65%
OPERATING SURPLUS (DEFICIT)	\$2,471,462	\$795,986		\$1,507,139	\$650,359		\$447,420	\$332,712		\$46,109	\$33,847		\$4,472,131	\$1,812,903	

**REGIONAL DISTRICT OF NANAIMO
WASTEWATER SERVICES
December 31, 2011**

	Wastewater Management Plan			Southern Community			Northern Community			Duke Point			Total Wastewater Services		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES															
TAX REQUISITION	\$151,500	\$151,500	100%	\$4,407,075	\$4,407,075	100%	\$3,776,005	\$3,776,005	100%	\$159,915	\$159,915	100%	\$8,494,495	\$8,494,495	100%
GRANTS	(951)	10,000	-10%	361,638	60,000	603%	16,714	5,470	306%	(301)	0	0	377,100	75,470	500%
OPERATING REVENUE	38,842	35,000	111%	565,751	198,900	284%	177,429	204,500	87%	122,095	25,690	475%	904,117	464,090	195%
OTHER REVENUE	0	0		2,277,395	8,698,600	26%	486,671	1,022,881	48%	16,690	0	0	2,780,756	9,721,481	29%
PRIOR YEAR'S SURPLUS (DEFICIT)	98,894	98,890	100%	956,211	956,240	100%	993,364	993,400	100%	105,117	105,120	100%	2,153,586	2,153,650	100%
TOTAL REVENUES	288,285	295,390	98%	8,568,070	14,320,815	60%	5,450,183	6,002,256	91%	403,516	290,725	139%	14,710,054	20,909,186	70%
EXPENSES															
OFFICE OPERATING	17,139	20,595	83%	307,617	356,031	86%	251,450	280,970	89%	13,847	22,459	62%	590,053	680,055	87%
PROFESSIONAL FEES	19,716	53,000	37%	123,399	200,725	61%	81,513	123,900	66%	956	46,520	2%	225,584	424,145	53%
BUILDING - OPER & MAINT	7	0		63,445	68,512	93%	59,117	73,894	80%	333	1,300	26%	122,902	143,706	86%
VEH & EQUIP - OPER & MAINT	0	200		320,375	284,065	113%	301,522	347,235	87%	8,184	14,900	55%	630,081	646,400	97%
WAGES & BENEFITS	76,342	109,004	70%	921,898	986,260	93%	828,168	831,920	100%	88,539	82,091	108%	1,914,947	2,009,275	95%
OTHER OPERATING COSTS	2,780	54,670	5%	1,182,117	1,097,518	108%	656,532	732,843	90%	38,109	38,583	99%	1,879,538	1,923,613	98%
CAPITAL EXPENDITURES	85	125	68%	2,289,964	9,108,175	25%	838,411	2,386,910	35%	7,966	10,500	76%	3,136,426	11,505,710	27%
DEBT FINANCING - INTEREST	0	0		0	0		118,363	118,365	100%	0	0		118,363	118,365	100%
DEBT FINANCING - PRINCIPAL	0	0		0	0		129,063	129,065	100%	0	0		129,063	129,065	100%
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		2,448,523	2,002,605	122%	902,510	502,510	180%	140,604	27,750	507%	3,491,637	2,532,865	138%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	116,069	237,594	49%	7,657,338	14,103,891	54%	4,166,649	5,527,612	75%	298,538	244,103	122%	12,238,594	20,113,199	61%
OPERATING SURPLUS (DEFICIT)	\$172,216	\$57,796		\$910,732	\$216,924		\$1,283,534	\$474,644		\$104,978	\$46,622		\$2,471,460	\$795,987	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
December 31, 2011**

	Gabriola Island Emergency Wharf			Southern Community Transportation			Northern Community Transportation			Solid Waste Disposal			Solid Waste Collection & Recycling			Total Transportation and Solid Waste Services		
	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var	Actual 2011	Budget 2011	% Var
REVENUES																		
TAX REQUISITION	\$5,465	\$5,465	100%	\$6,079,745	\$6,079,745	100%	\$725,570	\$725,570	100%	\$335,325	\$335,325	100%	\$0	\$0		\$7,146,105	\$7,146,105	100%
GRANTS	0	0		5,410,095	5,570,105	97%	414,770	425,000	-70%	(4,753)	6,800	-70%	0	0		5,820,112	6,001,905	97%
OPERATING REVENUE	0	0		3,791,156	3,560,895	106%	246,695	262,355	92%	7,674,341	8,312,823	92%	3,265,447	3,178,804	103%	14,977,639	15,314,877	98%
OTHER REVENUE	0	0		1,119,172	1,116,425	100%	0	0	59%	2,733,280	4,635,720	59%	0	0		3,852,452	5,752,145	67%
PRIOR YEAR'S SURPLUS (DEFICIT)	3,333	3,330	100%	1,422,387	1,422,385	100%	66,071	66,070	100%	1,259,094	1,259,090	100%	773,068	773,065	100%	3,523,953	3,523,940	100%
TOTAL REVENUES	8,798	8,795	100%	17,822,555	17,749,555	100%	1,453,106	1,478,995	82%	11,997,287	14,549,758	82%	4,038,515	3,951,869	102%	35,320,261	37,738,972	94%
EXPENSES																		
OFFICE OPERATING	306	150	204%	2,075,853	2,148,815	97%	769,645	769,645	100%	656,253	653,075	100%	250,955	252,645	99%	3,753,012	3,824,330	98%
PROFESSIONAL FEES	0	0		4,791	30,000	16%	0	0	41%	279,282	675,250	41%	1,796	4,700	38%	285,869	709,950	40%
BUILDING - OPER & MAINT	4,456	4,000	111%	207,636	252,340	82%	0	0	89%	122,275	137,530	89%	2,698	2,681	101%	337,065	396,551	85%
VEH & EQUIP - OPER & MAINT	0	0		4,150,205	4,717,715	88%	0	0	75%	545,213	726,377	75%	885	1,785	50%	4,696,303	5,445,877	86%
OTHER OPERATING COSTS	0	0		275,904	397,250	69%	0	0	80%	2,353,380	2,951,498	80%	3,274,879	3,101,680	106%	5,904,163	6,450,428	92%
WAGES & BENEFITS	0	0		7,962,811	7,803,485	102%	569,217	646,543	105%	2,900,151	2,749,894	105%	152,615	154,474	99%	11,584,794	11,354,398	102%
CAPITAL EXPENDITURES	0	0		1,034,153	1,825,900	57%	0	0	60%	3,216,864	5,322,345	60%	85	4,125	2%	4,251,102	7,152,370	59%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	70,770		0	0		0	0		0	0		0	70,770	
TRSF TO RESERVE FUND	2,000	2,000	100%	5,295	5,295	100%	0	0	128%	1,615,613	1,257,490	128%	660	660	100%	1,623,568	1,265,445	128%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	6,762	6,150	110%	15,716,648	17,251,570	91%	1,338,862	1,416,188	81%	11,689,031	14,473,459	81%	3,684,573	3,522,750	105%	32,435,876	36,670,119	88%
OPERATING SURPLUS (DEFICIT)	\$2,036	\$2,645		\$2,105,907	\$497,985		\$114,244	\$62,807		\$308,256	\$76,299		\$353,942	\$429,119		\$2,884,385	\$1,068,853	



RDN REPORT		
CAO APPROVAL		
EAP	<input type="checkbox"/>	
COW	<input checked="" type="checkbox"/>	
MAR 07 2012		
RHD	<input type="checkbox"/>	
BOARD	<input type="checkbox"/>	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 17, 2012

FROM: Nancy Avery
General Manager, Finance & Information Services

FILE:

SUBJECT: Recommendations for 2012 use of Community Works Program Funds

PURPOSE

To obtain Board approval for the use of Community Works funds in 2012.

BACKGROUND

Under the Agreement on the Transfer of Federal Gas Tax revenues, local governments are receiving annual sums which may be used for local priorities which improve public infrastructure and the organization's/community's capacity to implement measures which will reduce greenhouse gas emissions and result in cleaner air and cleaner water. The funds received by the Regional District of Nanaimo are designated for use in the Electoral Areas – each municipality within the Regional District receives funds separately for the same purposes.

A broad spectrum of projects are eligible for funding including those within the following categories:

- Active transportation infrastructure - bike lanes and walking paths
- Community energy systems - community energy systems, alternative energy systems and retrofit of local government buildings
- Public transit- rapid transit, bus ways, sea-buses, commuter rail etc.
- Local roads, bridges & tunnels - rehabilitation and innovative technologies
- Water & wastewater – improve water quality or reduce water use, secure water in face of drought, develop/upgrade wastewater systems to improve water quality & aquatic habitat, innovative technologies
- Solid Waste management – encourage recycling and re-use, support full cost recovery through improved user charges, composting and bio gas recovery
- Capacity building – increase capacity to undertake integrated sustainability planning such as regional growth strategies, community energy planning, transportation plans, greenhouse gas reduction plans, liquid & solid waste management plans

Over the course of the commitment period to 2013/2014 an estimated total of \$6.7 million dollars will be received. Approximately \$4.7 million dollars has been received to date and \$1.4 million has been spent on a number of projects, most significantly:

Bowser Village Plan	\$174,630
Drinking Water protection studies	\$ 71,215
Liquid Waste Management Plan	\$ 38,000
Affordable housing review	\$ 27,790
Barriers to/incentive approaches to Green Building	\$ 57,000
Area A OCP water/sewer studies	\$ 61,365
Vancouver Island Aquifer Mapping	\$ 30,000
WaterSmart web page improvements	\$ 16,330
Sustainable rural development review (partially complete)	\$ 28,360
Rural village study (partially complete)	\$ 15,855
Development of interactive map based development analysis tool	\$ 76,280
Green building outreach speaker series and best practices guides	\$ 27,200
Rural areas emissions inventories	\$ 19,930
Targeted emissions reduction strategies	\$ 40,565
Examination of rural areas as carbon sinks	\$ 40,625
Installation of bus shelters in Electoral Areas A, E and G	\$126,000
Energy upgrades at Cedar Heritage Centre (Area A)	\$ 60,910
Sewer servicing study for Bowser Village properties	\$ 10,730
Construction of water treatment plant – Nanoose Bay peninsula	\$450,000

Community Works Funds are distributed to the Regional District on the basis of the population in each Electoral Area, plus a base amount of \$50,000. At the end of 2011 the balances available are:

Electoral Area A	\$719,520
Electoral Area B	\$445,935
Electoral Area C	\$292,800
Electoral Area E	\$206,815
Electoral Area F	\$762,020
Electoral Area G	\$781,700
Electoral Area H	\$206,120
Total Unexpended	\$3,414,910

Each year at this time, staff prepare a list of eligible projects for the coming year and report on the outcomes of work done in the prior year.

For 2012 staff have identified new initiatives totaling \$94,000 as shown on Schedule A to this report. The projects recommended for 2012 continue to actively engage the community in green building education and best practices, an assessment of renewable energy options across the region, developing a web based corporate sustainability performance monitoring and reporting system, completion of the rural village and sustainable rural development studies, identifying emissions reduction targets which can be incorporated into rural Official Community Plans, reviewing transit options in Electoral Area C and improving some of the bus stops in Electoral Areas A, E and G.

The projects meet the intent of the Community Works Fund agreement to improve infrastructure and/or implementation of long term plans which will reduce greenhouse gas emissions and result in cleaner air and cleaner water.

In 2011 the Board approved projects totaling \$1,090,525. A list of the projects and amounts which were expended are provided on Schedule B. Each year's program is ambitious and as occurred in 2010, a number of projects were deferred to 2012 as a result of the demands on staff resources.

ALTERNATIVES:

1. Endorse the 2012 Community Works Funds program as presented.
2. Recommend changes to the proposed projects and endorse an amended plan.

FINANCIAL IMPLICATIONS:Alternative 1

A list and description of the 2012 recommended projects is attached as Schedule A to this report. In staff's opinion all are eligible for funding by the Community Works program. Under this alternative an estimated \$94,000 would be targeted for new projects and \$457,000 would be carried forward from 2011 to complete previously approved projects, for total projected expenditures of \$551,000. Few if any of these projects could be completed without increasing property taxes for Electoral Area taxpayers.

The use of Community Works funds can be authorized at any time. Should the Board identify further projects during 2012 it can authorize those to proceed at a later date.

SUMMARY/CONCLUSIONS:

The Regional District's Electoral Areas receive funds annually under the Federal Gas Tax Revenue Transfer program, in the form of Community Works Funds. The funds are targeted for electoral area based priorities which improve public infrastructure and knowledge bases and which lead to actions to reduce greenhouse gas emissions and provide cleaner air and cleaner water.

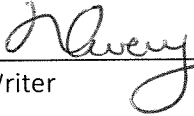
To date approximately \$1.4 million has been used for projects including the Bowser Village Plan, Liquid Waste Management Plan review, Area A OCP servicing studies, installation of bus shelters, support for the construction of a water treatment plant on the Nanoose peninsula, a series of studies examining incentives and barriers to green buildings, rural area emissions inventories and a green building speaker series.

Schedule A attached to this report lists the recommended projects for 2012. New projects are estimated at \$314,000 and \$515,400 will be carried forward from 2011 to complete projects which were deferred due to demands on staff resources. The recommended projects at this time total \$829,410. The use of Community Works funds can be authorized at any time. Should the Board identify further projects during 2012 it can authorize those to proceed at a later date.

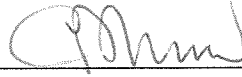
Schedule B attached to this report lists the 2011 projects and their status at the end of 2011. In 2011 the total budget approval was \$1,151,435. Of that amount \$650,760 was spent by the end of 2011.

RECOMMENDATIONS:

1. That the 2012 Community Works Funds program attached as Schedule A be approved and that staff be authorized to commence work immediately.
2. That the report on the use of Community Works Funds in 2011 be received for information.



Report Writer



CAO Concurrence

**SCHEDULE A
 2012 COMMUNITY WORKS PROJECTS**

Development Services

Land inventory & water balance model	\$22,500	Provide partial cost sharing of study under Drinking Water/Watershed Protection regarding developing water use model in rural areas
Total for Development Services	\$22,500	

Energy and Sustainability

Green Building Action Plan		
Staff education	\$ 5,000	Staff training on alternative building systems and other green building action plan policies
Community outreach and speaker series	\$17,500	Green Building information sessions – covers speakers and hall rentals
Alternative solutions for green building	\$19,000	Continue to review and develop compendium of alternative solutions to BC Building Code – produce on Best Practices Guide
Total for Energy & Sustainability	\$ 41,500	

Recreation & Parks

Community Parks Greenways Standards – all Electoral Areas	\$45,000	This intent of this strategy is to inform community parks and trails planning, acquisition, dedication, and capital works in the Electoral Areas while being consistent with existing regional plans and policies and Electoral Area OCP's. <ul style="list-style-type: none"> • Review parks and trails classifications for the Electoral Area Community Parks system • Review community parkland acquisition and park dedication guidelines • Develop trail design guidelines and maintenance standards • Includes temp staff resources for mapping
Community Parks Greenways Strategy – Electoral Areas E,F,G and H	\$50,000	Building on the groundwork of the Electoral Areas Greenway Strategy this plan will more specifically identify specific strategic actions within Electoral Areas E, F, G and H. <ul style="list-style-type: none"> • Develop a vision for parks and greenways for Electoral Areas E, F, G and H. • Identify community park needs and priorities • Identify ecological and recreational greenways • Identify trail linkages that will enhance and complement regional parks and trails system • Identify implementation policy, funding and partnership requirements
Electoral Area G Community Park service	\$125,000	Construct a bioengineered bank for the Miller Rd. Community Park along approximately 140 meters of eroded river bank. The project will protect community green space

		and improve water quality and aquatic habitat.
Total for Recreation & Parks	\$220,000	

Transportation Services

Upgrade bus stops in Areas A,E and G	\$30,000	Provide bench and improve signage at bus stops
Total for Transportation	\$30,000	
Total New Projects for 2012	\$314,000	

2011 Projects – carry forward for completion in 2012

Transportation study for Electoral Area C	\$ 5,000
Agricultural Plan (cost shared under Community Planning)	\$20,000
Sustainable rural development review	\$52,000
Electoral Area A Village Plan	\$50,000
Rural village study	\$65,000
Alternative solutions for green building	\$17,000
Emissions reduction targets for Electoral Areas	\$40,000
Rural areas carbon reserves	\$30,000
Regional infrastructure optimization program (Carbon Tax Incentive Refunds)	\$10,500
Corporate sustainability performance monitoring	\$12,500
Renewable energy capacity analysis	\$30,000
Renewable fuel distribution pilot	\$35,000
Improving energy efficiency in existing housing stock	\$30,000
Nanoose Peninsula water treatment plant	\$60,000
Cedar Heritage Centre – energy upgrades	\$58,410
	\$515,410
Total Budget for 2012	\$829,410

**SCHEDULE B
 2011 USE OF COMMUNITY WORKS FUNDS**

Development Services

	Budget	Purpose	Expended
Electoral Area A	\$60,000	Professional fees for Village Plan background studies	\$8,480
Community Viz	\$52,465	Temporary GIS technician to implement software which can be used by RDN's mapping program to evaluate the costs and benefits of different forms of development in an easy to understand visual form.	\$32,775 - complete
Sustainable Rural Development Review	\$50,000	Approach reconsidered for study – scheduled for 2011 completion	Deferred to 2012
Rural Village Study	\$30,000	Examine the traits and factors which make village centers successful	\$15,855
Greenhouse Gas Emission Reduction Targets for OCP's	\$40,000	To provide background information for GHG emission reduction targets as required by Provincial legislation.	Deferred to 2012 pending Energy & Sustainability emissions inventories report
Area Agricultural Plan	\$20,000	Cost shared with Community Planning	Terms of Reference and committee established late 2011
Total for Development Services	\$252,465		\$57,110

Energy & Sustainability Management

	Budget	Purpose	Expended
Community Energy and Emissions Plan			
Emissions Inventories & Projections for Electoral Areas	\$1,850	Final report payment	Not required
Targeted Action Plan for emissions reductions	\$7,810	Final report payment	Not required
Rural reductions, reservoirs & removals	\$40,000	Identify measures appropriate for each electoral area, examine the carbon reservoir and removal potential through forest management, agricultural soil sequestration etc.	\$40,625
Rural areas carbon reserves	\$30,000	Follow up study on rural removals, reservoirs & sinks to find verifiable carbon sequestration projects	Deferred to 2012
Renewable energy capacity analysis	\$28,000	Assessment of solar, wind, biomass and geothermal energy – integrate with RDN GIS system	Deferred to 2012
Community transportation emission reduction program	\$35,000	Renewable fuel distribution pilot – determine best locations, identify infrastructure costs, outline risks. Assessment of infrastructure for electric vehicle charging stations	Deferred to 2012

Energy & Sustainability Management

	Budget	Purpose	Expended
Green Building Policy Implementation			
Staff education	\$14,500	Complete Integrated Design Manual, raise awareness and provide information to analyse impacts of energy use	\$,6,535
Improving energy efficiency in existing housing stock	\$29,400	Research practical opportunities to assist homeowners improve energy performance in existing homes	Deferred to 2012
Alternative solutions for green building	\$21,000	Develop compendium of alternative solutions to BC Building Code – emphasis is on energy & water systems and building materials	\$3,815 – carried forward to 2012
Corporate Initiatives			
Sustainability performance monitoring	\$12,500	Development & deployment of web-based corporate sustainability monitoring system (50% cost shared with General Admin)	Deferred to 2012
Corporate infrastructure energy inventory	\$10,500	Review of capital plans to identify optimize opportunities for energy use and emissions reductions. Provides rationale for use of CARIP rebates. (50% shared with General Admin re: BC Hydro Energy Manager Program requirement)	Deferred to 2012
Green Building Action Plan			
Community Outreach and Speaker Series	\$17,500	Green Building information sessions in each Electoral Area	\$12,650
Total for Energy & Sustainability	\$248,060		\$63,625

Recreation & Parks

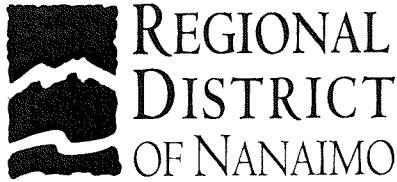
	Budget	Purpose	Expended in 2011
Area A Recreation - Cedar Heritage Centre	\$60,910	Building energy upgrades – study completed, some of the upgrades will be completed summer 2012	\$2,500
Total for Recreation & Parks	\$60,910		\$2,500

Regional & Community Utilities

	Budget	Purpose	Expended in 2011
Electoral Area H	\$10,000	Sewer servicing study – partial share	\$10,440
Nanoose Peninsula water treatment plant	\$450,000	Construction commenced – completion May 2012	\$390,155
Total for Regional & community Utilities	\$460,000		\$400,595

Transportation Services

	Budget	Purpose	Expended in 2011
Electoral Area A	\$40,000	Locate bus shelters	\$42,310
Electoral Area E	\$40,000	Locate bus shelters	\$ 42,310
Electoral Area G	\$40,000	Locate bus shelters	\$ 42,310
Electoral Areas C and F	\$10,000	Transit studies	Deferred to 2012
Total for Transportation Services	\$130,000		\$126,930
All projects	\$1,151,435		\$650,760



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

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: February 27, 2012

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

FILE:

SUBJECT: Bylaw No. 1658 - 2012 to 2016 Financial Plan

PURPOSE:

To summarize final updates to the 2012 budget and introduce Bylaw No. 1658 to adopt the 2012 to 2016 financial plan.

BACKGROUND:

Staff reported on February 14th that the 2012 proposed budget included consolidated tax revenues of \$38,219,425, a consolidated increase of 6.0% over 2011. The proposed budget had at that time been adjusted downward by a total of \$196,579. The 2012 budget included in the financial plan attached with this report shows consolidated tax revenues of \$38,285,841 an increase of \$66,415 since February 7th. The details of the change are presented under Financial Implications.

Table 1 below summarizes the component drivers of the change in consolidated 2012 property tax revenues:

Table 1 Change for General Services Tax Revenues	Change in dollars	Percent Change
Changed or New Service Levels	\$881,903	3.0%
Changes from Other Jurisdictions	\$194,329	0.6%
Existing Services	\$731,423	2.5%
Year over Year Change for General Services	\$1,807,655	6.1%

Bylaw No. 1658 is introduced with this report to adopt the financial plan covering the years 2012 to 2016.

ALTERNATIVES

1. Approve the 2012 to 2016 financial plan as presented and proceed to adopt Bylaw No. 1658.
2. Amend the 2012 to 2016 financial plan and adopt Bylaw No. 1658 as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

Consolidated tax revenues have changed since February 14th as follows:

Northern Community Wastewater	increase \$36,845	re-adjust manhole inspection/repairs costs
Regional Parks – Acquisition/Development	increase \$ 4,042	additional parcels – new revenues
Drinking Water/Watershed Protection	increase \$ 1,558	additional parcels – new revenues
Southern Community Facilities/Sportsfield agreement	increase \$30,035	final municipal costs
Northern Community Sportsfield agreement	decrease (\$ 1,960)	final municipal costs
Noise Control	decrease (\$ 5,455)	Area B – reduce legal costs re: gun club issue
District 68 E911	Increase \$1,350	final year end adjustment
Total adjustments	increase \$ 66,415	

Appendix 1 is summary list of the tax revenues for each major service provided by the Regional District compared to the initial recommendations and the final changes noted above. Appendices 2, 2(A) and 2(B) summarize the participation of each member in the 2012 budget including estimates of tax rates for 2012.

The financial plan forecasts consolidated tax revenue increases averaging 5.7% annually. Appendix 3 summarizes the forecasted cost for general services for a property valued at \$300,000. In dollar terms, the annual change for properties valued at \$300,000 averages \$10 per year. Transportation and Wastewater Services continue to have the biggest impact on annual changes. This is reflected in the higher cost increases forecast for the municipal members in particular. Provided in a separate handout are detailed schedules forecasting requisitions and tax rates for each general service in which members participate over the period 2012 to 2016.

Based on the review and recommendations provided to date, staff recommends approval of the 2012 budget and the 2012 to 2016 financial plan.

Alternative 2

The financial plan can be amended further but must be adopted on or before March 31, 2012. The Board’s last regularly scheduled meeting will be held on March 27th. Further amendments need to be approved at that meeting.

SUMMARY/CONCLUSIONS:


The 2012 budget has been updated to reflect final 2011 operating results as well as municipal costs related to recreation facilities and sportsfields cost sharing. New revenues totalling \$5,600 are also reflected in the 2012 budget as a result of new parcels which are taxable for Regional Parks and Drinking Water/Watershed Protection.

The attachments to this report summarize the impact of the 2012 budget on each member as well as the forecast of tax rates over the period 2012 to 2016. In dollar terms, the annual change for properties valued at \$300,000 averages \$10 per year. Transportation and Wastewater Services continue to have the biggest impact on annual changes. This is reflected in the higher cost increases forecast for the municipal members in particular.

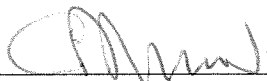
Based on the review and recommendations provided to date, staff recommends adopting Bylaw No. 1658, 2012, which represents the 2012 to 2016 financial plan.

RECOMMENDATIONS:

1. That "Regional District of Nanaimo Financial Plan 2012 to 2016 Bylaw No. 1658, 2012" be introduced for three readings.
2. That "Regional District of Nanaimo Financial Plan 2012 to 2016 Bylaw No. 1658, 2012" be adopted.



Report Writer



CAO Concurrence

**2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2012 Proposed		2012 Final		Change from 2011	Changed Service Levels	Other Jurisdictions	Existing Service Levels
	2011 Final							
City Of Nanaimo	12,028,708	13,042,295	13,005,019	976,311	8.1%	747,277	0	229,034
General Services Tax cost per \$100,000	\$75.35	\$81.58	\$80.28				0	1.9%
Regional Parcel Taxes	\$11.00	\$12.00	\$12.00					
Regional Parks	\$3.00	\$3.00	\$3.00					
Drinking Water/Watershed Protection	\$86.35	\$96.58	\$95.28					
		\$10.23	\$8.93					
District of Lantzville	644,388	669,088	673,877	29,489	4.6%	(17,817)	26,180	21,126
General Services Tax cost per \$100,000	\$80.43	\$89.36	\$84.76			-2.8%	4.1%	3.3%
Regional Parcel Taxes	\$11.00	\$12.00	\$12.00					
Regional Parks	\$91.43	\$101.36	\$96.76					
		\$9.93	\$5.33					
City Of Parksville	3,777,160	3,942,503	3,925,511	148,351	3.9%	13,956	449	133,946
General Services Tax cost per \$100,000	\$140.90	\$148.47	\$147.68			0.4%	0.0%	3.5%
Regional Parcel Taxes	\$11.00	\$12.00	\$12.00					
Regional Parks	\$6.00	\$6.00	\$6.00					
Drinking Water/Watershed Protection	\$3.24	\$3.24	\$3.20					
District 69 Community Justice	\$155.14	\$169.71	\$168.88					
		\$14.57	\$13.74					
Town of Qualicum Beach	2,907,489	3,064,667	3,046,233	138,744	4.8%	40,300	778	97,666
General Services Tax cost per \$100,000	\$137.71	\$143.98	\$143.45			1.4%	0.0%	3.4%
Regional Parcel Taxes	\$11.00	\$12.00	\$12.00					
Regional Parks	\$6.00	\$6.00	\$6.00					
Drinking Water/Watershed Protection	\$3.24	\$3.24	\$3.20					
District 69 Community Justice	\$151.95	\$165.22	\$164.65					
		\$13.27	\$12.70					

**2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2012 Proposed			2012 Final		Change from 2011	Changed Service Levels	Other Jurisdictions	Existing Service Levels
	2011 Final								
Electoral Area A									
General Services Tax cost per \$100,000	1,449,225	1,570,025	1,583,554	134,329	9.3%	31,869	2.2%	45,438	3.1%
Regional Parcel Taxes	\$115.00	\$127.24	\$127.16						
Regional Parks	\$11.00	\$12.00	\$12.00						
Drinking Water/Watershed Protection	\$17.86	\$10.00	\$10.00						
	\$143.86	\$149.24	\$149.16						
		\$5.38	\$5.30						
Electoral Area B									
General Services Tax cost per \$100,000	912,870	983,622	972,327	59,457	6.5%	21,722	2.4%	21,982	2.4%
Regional Parcel Taxes	\$63.81	\$71.84	\$72.35						
Regional Parks	\$11.00	\$12.00	\$12.00						
Drinking Water/Watershed Protection	\$17.86	\$10.00	\$10.00						
	\$92.67	\$93.84	\$94.35						
		\$1.17	\$1.68						
Electoral Area C									
General Services Tax cost per \$100,000	826,229	904,215	900,339	74,110	9.0%	33,860	4.1%	24,097	2.9%
Regional Parcel Taxes	\$114.75	\$126.86	\$129.08						
Regional Parks	\$11.00	\$12.00	\$12.00						
Drinking Water/Watershed Protection	\$17.86	\$10.00	\$10.00						
	\$143.61	\$148.86	\$151.08						
		\$5.25	\$7.47						

2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER



	2011 Final	2012 Proposed	2012 Final	Change from 2011	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area E							
General Services Tax cost per \$100,000	1,794,532	1,864,583	1,851,558	57,026 3.2%	(7,868) -0.4%	18,341 1.0%	46,553 2.6%
Regional Parcel Taxes	\$91.55	\$96.38	\$96.50				
Regional Parks	\$11.00	\$12.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00	\$10.00				
Economic Development Northern Community	\$3.21	\$1.30	\$1.30				
District 69 Community Justice	\$123.62	\$3.22	\$3.22				
		\$122.90	\$123.02				
		(\$0.72)	(\$0.60)				
Electoral Area F							
General Services Tax cost per \$100,000	1,694,333	1,711,179	1,747,021	52,688 3.1%	(16,485) -1.0%	25,200 1.5%	43,973 2.6%
Regional Parcel Taxes	\$128.77	\$131.33	\$129.81				
Regional Parks	\$11.00	\$12.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00	\$10.00				
Economic Development Northern Community	\$3.21	\$1.31	\$1.31				
District 69 Community Justice	\$160.84	\$3.21	\$3.21				
		\$157.85	\$156.33				
		(\$2.99)	(\$4.51)				
Electoral Area G							
General Services Tax cost per \$100,000	2,104,251	2,167,257	2,161,044	56,793 2.7%	(14,352) -0.7%	20,921 1.0%	50,224 2.4%
Regional Parcel Taxes	\$129.91	\$135.42	\$135.51				
Regional Parks	\$11.00	\$12.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00	\$10.00				
Economic Development Northern Community	\$3.21	\$1.31	\$1.31				
District 69 Community Justice	\$161.98	\$3.21	\$3.21				
		\$161.94	\$162.03				
		(\$0.04)	\$0.05				
Electoral Area H							
General Services Tax cost per \$100,000	1,329,512	1,428,925	1,408,519	79,007 5.9%	49,441 3.7%	9,593 0.7%	19,973 1.5%
Regional Parcel Taxes	\$120.05	\$131.03	\$130.71				
Regional Parks	\$11.00	\$12.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00	\$10.00				
Economic Development Northern Community	\$3.21	\$1.31	\$1.31				
District 69 Community Justice	\$152.12	\$3.21	\$3.21				
		\$157.55	\$157.23				
		\$5.43	\$5.11				
General Services Tax Revenues	29,468,697	31,348,359	31,275,002				
Local Services Tax Revenues	6,573,784	6,444,645	6,144,645				
Tax Revenues/Municipal Participation Agreements	36,042,481	38,358,004	38,227,841				
		6.4%	6.1%				
		6.4%	6.1%				

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1658

A BYLAW TO ADOPT THE
2012 TO 2016 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

1. Definitions

“Emergency” means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

2. Financial Plan

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2012 to December 31, 2016.

3. Financial Plan Amendments

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

4. Citation

This bylaw may be cited as the “2012 to 2016 Financial Plan Bylaw No. 1658, 2012”.

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

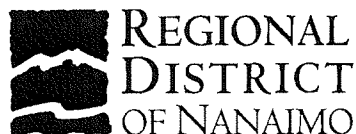
SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

CONSOLIDATED FINANCIAL PLAN
2012 to 2016

	2012	2013	2014	2015	2016	Total
Operating Revenues	6.2%	5.3%	5.7%	5.6%	5.6%	
Property taxes	(34,153,517)	(35,899,313)	(38,010,576)	(40,209,173)	(42,550,072)	(190,822,651)
Parcel taxes	(3,850,854)	(4,123,512)	(4,288,750)	(4,465,557)	(4,630,134)	(21,358,807)
Municipal agreements	(281,470)	(290,497)	(297,887)	(305,624)	(312,734)	(1,488,212)
	(38,285,841)	(40,313,322)	(42,597,213)	(44,980,354)	(47,492,940)	(213,669,670)
Operations	(2,496,230)	(1,886,099)	(2,048,413)	(2,111,819)	(2,147,473)	(10,690,034)
Interest income	(150,000)	(195,000)	(195,000)	(195,000)	(195,000)	(930,000)
Transit fares	(4,088,680)	(4,156,449)	(4,468,013)	(4,582,693)	(4,698,520)	(21,994,355)
Landfill tipping fees	(8,106,390)	(8,754,901)	(9,192,646)	(9,652,278)	(9,941,846)	(45,648,061)
Recreation fees	(422,525)	(435,041)	(447,928)	(461,199)	(474,866)	(2,241,559)
Recreation facility rentals	(547,950)	(564,389)	(581,321)	(598,761)	(616,724)	(2,909,145)
Recreation vending sales	(10,300)	(10,300)	(10,300)	(10,300)	(10,300)	(51,500)
Recreation concession	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation - other	(363,475)	(374,380)	(385,612)	(397,180)	(409,096)	(1,929,743)
Utility user fees	(4,679,404)	(4,972,508)	(5,121,850)	(5,272,999)	(5,419,418)	(25,466,179)
Operating grants	(5,652,576)	(5,263,444)	(5,629,143)	(5,948,009)	(6,295,073)	(28,723,245)
Planning grants	(494,000)	(100,000)	(100,000)	(100,000)	(100,000)	(894,000)
Grants in lieu of taxes	(161,180)	(161,180)	(161,180)	(161,180)	(161,180)	(805,900)
Interdepartmental recoveries	(6,004,625)	(6,080,238)	(6,117,386)	(6,192,429)	(6,267,054)	(30,661,732)
Miscellaneous	(4,907,165)	(4,424,016)	(4,498,513)	(4,422,991)	(4,303,239)	(22,555,924)
Total Operating Revenues	(76,309,841)	(77,695,767)	(81,559,018)	(85,091,692)	(88,537,229)	(409,193,547)
Operating Expenditures						
Administration	3,833,417	3,844,018	3,854,725	3,865,540	3,858,963	19,256,663
Community grants	44,603	34,315	34,315	34,315	34,315	181,863
Legislative	378,535	368,535	409,533	380,941	382,063	1,919,607
Professional fees	3,112,543	1,969,658	1,908,787	1,854,949	1,838,124	10,684,061
Building Ops	2,777,472	2,697,540	2,724,769	2,755,443	2,787,815	13,743,039
Veh & Equip ops	6,707,355	6,833,581	7,182,198	7,457,306	7,782,729	35,963,169
Operating Costs	15,135,861	15,169,523	15,403,669	16,743,313	18,059,566	80,511,932
Program Costs	716,939	549,813	554,737	566,863	579,127	2,967,479
Wages & Benefits	25,670,768	26,707,619	27,697,008	28,654,217	29,595,602	138,325,214
Transfer to other govt/org	5,530,082	5,635,004	5,797,157	5,956,632	6,132,428	29,051,303
Contributions to reserve funds	5,295,626	5,919,919	6,979,030	7,125,526	6,353,675	31,673,776
Debt interest	3,891,252	-	-	-	-	3,874,162
Total Operating Expenditures	73,094,453	69,729,525	72,545,928	75,395,045	77,404,407	368,152,268
Operating (surplus)/deficit	(3,215,388)	(7,966,242)	(9,013,090)	(9,696,647)	(11,132,822)	(41,041,279)
Capital Asset Expenditures						
Capital Expenditures	29,470,237	20,093,760	30,552,822	33,125,360	39,784,085	153,026,264
Transfer from Reserves	(17,801,636)	(13,887,706)	(22,159,290)	(11,120,394)	(6,800,231)	(71,769,257)
Grants and Other	(1,109,485)	(103,303)	0	0	0	(1,212,788)
New Borrowing	(4,919,545)	(2,983,419)	(6,365,011)	(20,134,594)	(31,290,399)	(65,692,968)
Net Capital Assets funded from Operations	5,639,571	3,119,332	2,028,521	1,870,372	1,693,455	14,351,251
Capital Financing Charges						
Existing Debt (principal)	4,172,997	6,805,718	7,308,462	7,498,264	7,509,294	33,294,735
New Debt (principal + interest)		751,240	254,112	527,365	1,937,901	3,470,618
Total Capital Financing Charges	4,172,997	7,556,958	7,562,574	8,025,629	9,447,195	36,765,353
Net (surplus)/deficit for the year	6,597,180	2,710,048	578,005	199,354	7,828	10,075,325
Add: Prior year (surplus)/deficit	(10,860,302)	(4,263,122)	(1,553,074)	(975,069)	(775,715)	(10,860,302)
(Surplus) applied to future years	(4,263,122)	(1,553,074)	(975,069)	(775,715)	(767,887)	(784,977)



Summary of Tax Revenues/Municipal Participation Agreements

	2011 Annual	2012 Updated Feb 7, 2012	2012 Updated Feb 24, 2012
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	324,520	324,520
Lantzville Service Participation Agreement	14,962	15,985	15,985
General Grants In Aid	57,498	64,053	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	1,303,863	1,303,863
DEVELOPMENT SERVICES			
Electoral Area Community & Long Range Planning	1,269,985	1,320,485	1,320,485
Regional Growth Strategy	358,985	393,000	393,000
Emergency Planning	204,300	228,605	228,605
Lantzville Service Participation Agreement	18,172	19,578	19,578
District 68 Search & Rescue	27,000	27,000	27,000
Economic Development - Southern Community	0	118,891	118,892
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	79,630	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	34,695
	2,130,901	2,372,120	2,366,666
RECREATION & PARKS			
Ravensong Aquatic Centre	2,298,535	2,356,000	2,356,000
Oceanside Place	1,581,985	1,641,675	1,641,675
Northern Community Recreation	858,955	915,815	915,815
Gabriola Island Recreation	88,195	90,400	90,400
Area A Recreation & Culture	105,100	125,390	125,390
Port Theatre/Cultural Centre Contribution	77,130	78,902	78,902
Regional Parks- operating	892,875	971,590	971,590
Regional Parks - capital	748,704	816,770	820,812
Electoral Areas Community Parks	779,385	822,190	822,190
	7,430,864	7,818,732	7,822,774
REGIONAL & COMMUNITY UTILITIES			
Southern Wastewater Treatment	4,407,075	4,583,364	4,583,364
Northern Wastewater Treatment	3,134,260	3,265,749	3,295,984
Liquid Waste Management Planning	151,500	151,000	151,000
Drinking Water Protection	378,000	381,614	383,172
	8,070,835	8,381,727	8,413,520
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	109,245
SD 69 Emergency 911	535,175	535,175	535,175
Southern Community Recreation	1,012,140	1,043,000	1,073,035
Northern Community Sportsfield Agreement	233,950	245,085	243,125
Vancouver Island Regional Library	1,557,020	1,650,130	1,650,130
	3,421,740	3,581,285	3,610,710
GENERAL SERVICES PROPERTY TAX REVENUES			
	29,468,460	31,274,542	31,334,348
		6.1%	6.3%
LOCAL SERVICE AREA TAX REVENUES			
Duke Point Wastewater Treatment	159,915	177,185	177,185
Northern Community Wastewater -other benefitting areas	641,745	689,971	696,581
Fire Protection Areas	2,686,805	2,835,685	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	3,157,857	3,157,857
	6,574,021	6,944,883	6,951,493
NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS			
	36,042,481	38,219,425	38,285,841

**2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2011 Final		2012 Final		Change from 2011		Changed Service Levels	Other Jurisdictions	Existing Service Levels
City Of Nanaimo	12,028,708	13,005,019	976,311	8.1%			747,277	0	229,034
General Services Tax cost per \$100,000	\$75.35	\$80.28						0	1.9%
Regional Parcel Taxes	\$11.00	\$12.00							
Drinking Water/Watershed Protection	\$86.35	\$95.28							
		\$8.93							
District of Lantzville	644,388	673,877	29,489	4.6%			(17,817)	26,180	21,126
General Services Tax cost per \$100,000	\$80.43	\$84.76							3.3%
Regional Parcel Taxes	\$11.00	\$12.00							
Drinking Water/Watershed Protection	\$91.43	\$96.76							
		\$5.33							
City Of Parksville	3,777,160	3,925,511	148,351	3.9%			13,956	449	133,946
General Services Tax cost per \$100,000	\$140.90	\$147.68							3.5%
Regional Parcel Taxes	\$11.00	\$12.00							
Drinking Water/Watershed Protection	\$3.24	\$3.20							
District 69 Community Justice	\$155.14	\$168.88							
		\$13.74							
Town of Qualicum Beach	2,907,489	3,046,233	138,744	4.8%			40,300	778	97,666
General Services Tax cost per \$100,000	\$137.71	\$143.45							3.4%
Regional Parcel Taxes	\$11.00	\$12.00							
Drinking Water/Watershed Protection	\$3.24	\$3.20							
District 69 Community Justice	\$151.95	\$164.65							
		\$12.70							

**2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2011 Final	2012 Final	Change from 2011	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A						
General Services Tax cost per \$100,000	1,449,225	1,583,554	134,329 9.3%	31,869 2.2%	45,438 3.1%	57,022 3.9%
Regional Parcel Taxes	\$115.00	\$127.16				
Regional Parks	\$11.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00				
	\$143.86	\$149.16				
		\$5.30				
Electoral Area B						
General Services Tax cost per \$100,000	912,870	972,327	59,457 6.5%	21,722 2.4%	21,982 2.4%	15,753 1.7%
Regional Parcel Taxes	\$63.81	\$72.35				
Regional Parks	\$11.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00				
	\$92.67	\$94.35				
		\$1.68				
Electoral Area C						
General Services Tax cost per \$100,000	826,229	900,339	74,110 9.0%	33,860 4.1%	24,097 2.9%	16,153 2.0%
Regional Parcel Taxes	\$114.75	\$129.08				
Regional Parks	\$11.00	\$12.00				
Drinking Water/Watershed Protection	\$17.86	\$10.00				
	\$143.61	\$151.08				
		\$7.47				

**2012 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2012 Final		Change from 2011	Changed Service Levels	Other Jurisdictions	Existing Service Levels
	2011 Final	2012 Final				
Electoral Area E						
General Services Tax cost per \$100,000						
Regional Parcel Taxes						
Regional Parks	1,794,532	1,851,558	57,026 3.2%	(7,868) -0.4%	18,341 1.0%	46,553 2.6%
Drinking Water/Watershed Protection	\$91.55	\$96.50				
Economic Development Northern Community	\$11.00	\$12.00				
District 69 Community Justice	\$17.86	\$10.00				
	\$3.21	\$1.30				
	\$123.62	\$3.22				
		\$123.02				
		(\$0.60)				
Electoral Area F						
General Services Tax cost per \$100,000						
Regional Parcel Taxes						
Regional Parks	1,694,333	1,747,021	52,688 3.1%	(16,485) -1.0%	25,200 1.5%	43,973 2.6%
Drinking Water/Watershed Protection	\$128.77	\$129.81				
Economic Development Northern Community	\$11.00	\$12.00				
District 69 Community Justice	\$17.86	\$10.00				
	\$3.21	\$1.31				
	\$160.84	\$3.21				
		\$156.33				
		(\$4.51)				
Electoral Area G						
General Services Tax cost per \$100,000						
Regional Parcel Taxes						
Regional Parks	2,104,251	2,161,044	56,793 2.7%	(14,352) -0.7%	20,921 1.0%	50,224 2.4%
Drinking Water/Watershed Protection	\$129.91	\$135.51				
Economic Development Northern Community	\$11.00	\$12.00				
District 69 Community Justice	\$17.86	\$10.00				
	\$3.21	\$1.31				
	\$161.98	\$3.21				
		\$162.03				
		\$0.05				
Electoral Area H						
General Services Tax cost per \$100,000						
Regional Parcel Taxes						
Regional Parks	1,329,512	1,408,519	79,007 5.9%	49,441 3.7%	9,593 0.7%	19,973 1.5%
Drinking Water/Watershed Protection	\$120.05	\$130.71				
Economic Development Northern Community	\$11.00	\$12.00				
District 69 Community Justice	\$17.86	\$10.00				
	\$3.21	\$1.31				
	\$152.12	\$3.21				
		\$157.23				
		\$5.11				
General Services Tax Revenues	29,468,697	31,275,002				
Local Services Tax Revenues	6,573,784	6,952,839				
Tax Revenues/Municipal Participation Agreements	36,042,481	38,227,841				
						6.1%

REGIONAL DISTRICT OF NANAIMO
 FORECAST OF RESIDENTIAL
 TAX RATES 2012 TO 2016
 (PROPERTY VALUED AT \$300,000)

JURISDICTION	2012	2013	2014	2015	2016
City of Nanaimo	\$ 256	\$ 263	\$ 276	\$ 290	\$ 311
Dollar Change	\$ 19	\$ 7	\$ 13	\$ 14	\$ 21
% change		3%	5%	5%	7%
District of Lantzville	\$ 266	\$ 276	\$ 283	\$ 288	\$ 293
Change	\$ 14	\$ 10	\$ 7	\$ 5	\$ 5
% change		4%	3%	2%	2%
City of Parksville	\$ 464	\$ 477	\$ 491	\$ 505	\$ 519
Change	\$ 27	\$ 13	\$ 14	\$ 14	\$ 14
% change		3%	3%	3%	3%
Town of Qualicum Beach	\$ 452	\$ 468	\$ 484	\$ 500	\$ 517
Change	\$ 24	\$ 16	\$ 16	\$ 16	\$ 17
% change		4%	3%	3%	3%
Electoral Area A	\$ 403	\$ 414	\$ 429	\$ 440	\$ 449
Change	\$ 30	\$ 11	\$ 15	\$ 11	\$ 9
% change		3%	4%	3%	2%
Electoral Area B	\$ 239	\$ 243	\$ 247	\$ 252	\$ 253
Change	\$ 19	\$ 4	\$ 4	\$ 5	\$ 1
% change		2%	2%	2%	0%
Electoral Area C	\$ 409	\$ 422	\$ 439	\$ 454	\$ 467
Change	\$ 36	\$ 13	\$ 17	\$ 15	\$ 13
% change		3%	4%	3%	3%
Electoral Area E	\$ 316	\$ 324	\$ 331	\$ 339	\$ 344
Change	\$ 9	\$ 8	\$ 7	\$ 8	\$ 5
% change		3%	2%	2%	1%
Electoral Area F	\$ 416	\$ 423	\$ 431	\$ 441	\$ 448
Change	\$ (2)	\$ 7	\$ 8	\$ 10	\$ 7
% change		2%	2%	2%	2%
Electoral Area G	\$ 433	\$ 442	\$ 451	\$ 460	\$ 467
Change	\$ 11	\$ 9	\$ 9	\$ 9	\$ 7
% change		2%	2%	2%	2%
Electoral Area H	\$ 419	\$ 427	\$ 436	\$ 445	\$ 449
Change	\$ 26	\$ 8	\$ 9	\$ 9	\$ 4
% change		2%	2%	2%	1%

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1658

A BYLAW TO ADOPT THE
2012 TO 2016 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

1. Definitions

“Emergency” means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

2. Financial Plan

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2012 to December 31, 2016.

3. Financial Plan Amendments

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

4. Citation

This bylaw may be cited as the “2012 to 2016 Financial Plan Bylaw No. 1658, 2012”.

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION


Chairperson

Sr. Mgr., Corporate Administration

CONSOLIDATED FINANCIAL PLAN
2012 to 2016

	2012	2013	2014	2015	2016	Total
Operating Revenues	6.2%	5.3%	5.7%	5.6%	5.6%	
Property taxes	(34,153,517)	(35,899,313)	(38,010,576)	(40,209,173)	(42,550,072)	(190,822,651)
Parcel taxes	(3,850,854)	(4,123,512)	(4,288,750)	(4,465,557)	(4,630,134)	(21,358,807)
Municipal agreements	(281,470)	(290,497)	(297,887)	(305,624)	(312,734)	(1,488,212)
	(38,285,841)	(40,313,322)	(42,597,213)	(44,980,354)	(47,492,940)	(213,669,670)
Operations	(2,496,230)	(1,886,099)	(2,048,413)	(2,111,819)	(2,147,473)	(10,690,034)
Interest income	(150,000)	(195,000)	(195,000)	(195,000)	(195,000)	(930,000)
Transit fares	(4,088,680)	(4,156,449)	(4,468,013)	(4,582,693)	(4,698,520)	(21,994,355)
Landfill tipping fees	(8,106,390)	(8,754,901)	(9,192,646)	(9,652,278)	(9,941,846)	(45,648,061)
Recreation fees	(422,525)	(435,041)	(447,928)	(461,199)	(474,866)	(2,241,559)
Recreation facility rentals	(547,950)	(564,389)	(581,321)	(598,761)	(616,724)	(2,909,145)
Recreation vending sales	(10,300)	(10,300)	(10,300)	(10,300)	(10,300)	(51,500)
Recreation concession	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation - other	(363,475)	(374,380)	(385,612)	(397,180)	(409,096)	(1,929,743)
Utility user fees	(4,679,404)	(4,972,508)	(5,121,850)	(5,272,999)	(5,419,418)	(25,466,179)
Operating grants	(5,682,576)	(5,293,444)	(5,659,143)	(5,978,009)	(6,325,073)	(28,873,245)
Planning grants	(494,000)	(100,000)	(100,000)	(100,000)	(100,000)	(894,000)
Grants in lieu of taxes	(161,180)	(161,180)	(161,180)	(161,180)	(161,180)	(805,900)
Interdepartmental recoveries	(5,954,625)	(6,079,238)	(6,116,366)	(6,191,389)	(6,265,993)	(30,607,611)
Miscellaneous	(4,957,165)	(4,424,016)	(4,498,513)	(4,422,991)	(4,303,239)	(22,605,924)
Total Operating Revenues	(76,339,841)	(77,724,767)	(81,587,998)	(85,120,652)	(88,566,168)	(409,339,426)
Operating Expenditures						
Administration	3,783,427	3,793,851	3,804,379	3,815,013	3,808,345	19,005,015
Community grants	44,603	34,315	34,315	34,315	34,315	181,863
Legislative	378,535	368,535	409,533	380,941	382,063	1,919,607
Professional fees	3,112,543	1,969,658	1,908,787	1,854,949	1,838,124	10,684,061
Building Ops	2,777,472	2,697,540	2,724,769	2,755,443	2,787,815	13,743,039
Veh & Equip ops	6,707,355	6,833,581	7,182,198	7,457,306	7,782,729	35,963,169
Operating Costs	15,135,861	15,169,523	15,403,669	16,743,313	18,059,566	80,511,932
Program Costs	716,939	549,813	554,737	566,863	579,127	2,967,479
Wages & Benefits	25,700,768	26,738,519	27,728,526	28,686,365	29,628,393	138,482,571
Transfer to other govt/org	5,530,082	5,635,004	5,797,157	5,956,632	6,132,428	29,051,303
Contributions to reserve funds	5,295,626	5,919,919	6,979,030	7,125,526	6,350,536	31,670,637
Debt interest	3,891,252	-	-	-	-	3,874,162
Total Operating Expenditures	73,074,463	69,710,258	72,527,100	75,376,666	77,383,441	368,054,838
Operating (surplus)/deficit	(3,265,378)	(8,014,509)	(9,060,898)	(9,743,986)	(11,182,727)	(41,284,588)
Capital Asset Expenditures						
Capital Expenditures	29,470,237	20,093,760	30,552,822	33,125,360	39,784,085	153,026,264
Transfer from Reserves	(17,801,636)	(13,887,706)	(22,159,290)	(11,120,394)	(6,800,231)	(71,769,257)
Grants and Other	(1,109,485)	(103,303)	0	0	0	(1,212,788)
New Borrowing	(4,919,545)	(2,983,419)	(6,365,011)	(20,134,594)	(31,290,399)	(65,692,968)
Net Capital Assets funded from Operations	5,639,571	3,119,332	2,028,521	1,870,372	1,693,455	14,351,251
Capital Financing Charges						
Existing Debt (principal)	4,172,997	6,805,718	7,308,462	7,498,264	7,509,294	33,294,735
New Debt (principal + interest)		751,240	254,112	527,365	1,937,901	3,470,618
Total Capital Financing Charges	4,172,997	7,556,958	7,562,574	8,025,629	9,447,195	36,765,353
Net (surplus)/deficit for the year	6,547,190	2,661,781	530,197	152,015	(42,077)	9,832,016
Add: Prior year (surplus)/deficit	(10,860,302)	(4,313,112)	(1,651,331)	(1,121,134)	(969,119)	(10,860,302)
(Surplus) applied to future years	(4,313,112)	(1,651,331)	(1,121,134)	(969,119)	(1,011,196)	(1,028,286)



RDN REPORT	
CAO APPROVAL 	
EAP	
COW	✓
FEB 27 2012	
RHD	
BOARD	

MEMORANDUM

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

DATE: February 20, 2012

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: 2012 Parcel Tax Rate Bylaws

PURPOSE:

To introduce for approval 2012 parcel tax rate bylaws for water, sewer, fire and economic development services provided by the Regional District of Nanaimo.

BACKGROUND:

The *Community Charter* requires that parcel tax rates be established by bylaw and that a report describing the basis of calculation be submitted for consideration. In 2012, parcel taxes will be levied on properties within certain fire, water and sewer service areas, as well as for the purposes of the newly established Northern Community Economic Development service.

The *Community Charter* also permits a parcel tax to be waived or reduced where the local government has determined that an owner has paid for part of the construction of the works in the service area. We have two service areas where this applies – the Driftwood Water Supply Service and the Barclay Crescent Sewer Service. Within the Driftwood Water Service 19 of 31 properties are eligible to have the parcel tax waived entirely and within the Barclay Crescent Service 56 of 242 properties are eligible for a partial reduction, with respect to prepayment of construction costs before borrowing. The Driftwood and Barclay Crescent parcel tax bylaws include provisions that allow a property owner to pay a lump sum with respect to the original construction costs in order to be eligible for a reduction in the parcel tax related to debt financing only. No owners took advantage of this provision in 2012.

ALTERNATIVES:

1. Approve and adopt the bylaws as presented.
2. Amend the budget(s) and adopt amended bylaws as necessary.

FINANCIAL IMPLICATIONS:

The parcel tax rolls for 2012 were not finally certified at the time that this report is written, therefore the bylaws are phrased to account for final variances once the rolls are complete. The basis of application for water, sewer and fire protection parcel taxes in 2012 is summarized in the table below:

TYPE OF SERVICE	BASIS OF PARCEL TAX CALCULATION
Water Utility Services	Levied on the basis of one rate per unit of land
Sewer Utility Services	Levied on the basis of one rate per unit of land
Cedar Sewer Large Residential, Cedar Sewer Commercial and Cedar Sewer Small Residential Properties Stage 2 Capital Financing Services	Levied on the basis the size of the property – Commercial group on actual; Large & Small Residential based on relative size in the group
Cedar Sewer Collection (Operations)	Levied on the basis of a rate per unit assigned to the property based on relative sizes in the group
Meadowood Fire Protection Service (Capital Financing)	Levied on the basis of one rate per unit of land
Cassidy Waterloo Fire Protection Service	Levied on the basis of a rate per property which has land, land and improvements or improvements only (including manufactured homes on rented land)

There are a few notable variances this year for the following reasons:

Whiskey Creek Water	increase of \$332	reflects additional cost of approved debt
Driftwood Water	increase of \$74	reflects property amalgamation – one less property for levying debt recovery
Meadowood Fire	increase of \$84	reaching full debt levy
Cedar Sewer Sportsfield	decrease of \$378	matching tax levy to debt payment
Cedar Sewer Operating	decrease of \$109	new property added more hectares

The estimated parcel tax rates are shown in the tables at the end of this report are in accordance with the 2012 budget.

SUMMARY/CONCLUSIONS:

Attached to this report are bylaws identifying the estimated parcel tax rates which will provide the revenues reflected in the Regional District’s 2012 budget. The bylaws are self-explanatory and staff recommends they be adopted as presented.

RECOMMENDATIONS:

Bylaw No. 1567.03

1. That "Water Services Parcel Tax Rates Amendment Bylaw No. 1567.03, 2012" be introduced and read three times.
2. That "Water Services Parcel Tax Rates Amendment Bylaw No. 1567.03, 2012" be adopted.

Bylaw No. 1568.03

1. That "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.03 2012 be introduced and read three times.
2. That "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.03, 2012" be adopted.

Bylaw No. 1569.03

1. That "Fire Protection Services Parcel Tax Rates Amendment Bylaw No. 1569.03, 2012" be introduced and read three times.
2. That "Fire Protection Services Parcel Tax Rates Amendment Bylaw No. 1569.03, 2012" be adopted.

Bylaw No. 1336.09

1. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.09, 2012" be introduced and read three times.
2. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.09, 2012" be adopted.

Bylaw No. 1483.06


1. That "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.06, 2012" be introduced and read three times.
2. That "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.06, 2012" be adopted.

Bylaw No. 1657


1. That "Northern Community Economic Development Parcel Tax Rates Bylaw No. 1657, 2012" be introduced and read three times.
2. That "Northern Community Economic Development Parcel Tax Rates Bylaw No. 1657, 2012" be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

2012 PROJECTED PARCEL TAX RATES – WATER SERVICES

Water Service Area	Bylaw#	2012 Budgeted Revenues	No. of Parcels	Parcel Tax Rate Year 2012	Parcel Tax Rate Year 2011	Increase (Decrease)
Nanoose Peninsula	1567.03	\$639,595	2,492	\$257	\$255	\$2
Surfside	1567.03	\$12,210	39	\$313	\$308	\$5
San Pareil	1567.03	\$115,495	288	\$401	\$395	\$6
Englishman River Community	1567.03	\$38,445	157	\$245	\$249	(\$4)
French Creek	1567.03	\$58,235	238	\$245	\$230	\$15
Decourcey	1567.03	\$7,725	5	\$1,545	\$1,526	\$19
Melrose Terrace	1567.03	\$20,275	28	\$724	\$693	\$31
Whiskey Creek	1567.03	\$80,945	125	\$647	\$315	\$332
Nanoose Bay Bulk	1567.03	\$677,210	2,494	\$271	\$260	\$11
French Creek Bulk	1567.03	\$263,285	2,034	\$129	\$128	\$1
Driftwood	1336.09	\$7,850	13	\$604	\$530	\$74

2012 PROJECTED PARCEL TAX RATES – SEWER SERVICES

Sewer Service Area	Bylaw #	2012 Budgeted Revenues	No. of Parcels	Parcel Tax Rate Year 2012	Parcel Tax Rate Year 2011	Increase (Decrease)
French Creek	1568.03	\$431,815	1,761	\$245	\$230	\$15
Fairwinds	1568.03	\$475,595	795	\$598	\$575	\$23
Pacific Shores	1568.03	\$55,890	126	\$444	\$435	\$9
Surfside	1568.03	\$19,035	26	\$732	\$720	\$12
Barclay Crescent	1483.06	\$121,960	242	\$595/\$201	\$588/\$194	\$7
Cedar Sportsfield Capital Financing Service	1568.03	\$4,582	1	\$4,582	\$4,960	(\$378)
Cedar Small Residential Properties Capital Financing Service	1568.03	\$8,140	9	\$904	\$910	(\$6)
Cedar Small Residential Properties (Stage 2) Capital Financing Service	1568.03	\$17,702	7	\$2,213 (per connection)	\$2,222 (per connection)	(\$9)
Cedar Large Residential Properties Capital Financing Service	1568.03	\$6,500	1	\$6,500 per property	\$2,040 per property	Additional debt incurred
Cedar Commercial Properties Capital Financing Service	1568.03	\$69,325	4.12 hectares	\$16,835 per hectare	\$16,835 per hectare	No change
Cedar - Operating	1568.03	\$26,565	30.5 hectares	\$871 per hectare	\$980 per hectare	(\$109)

2012 PROJECTED PARCEL TAX RATES – FIRE & OTHER SERVICES

Fire Service Area	Bylaw #	2012 Budgeted Revenues	No. of Parcels	Parcel Tax Rate Year 2012	Parcel Tax Rate Year 2011	Increase (Decrease)
Meadowood	1569.03	\$103,800	453	\$229	\$145	\$84
Cassidy Waterloo	1569.03	\$64,170	653	\$98	\$95	\$3

Other Service Areas	Bylaw #	2012 Budgeted Revenues	No. of Parcels	Parcel Tax Rate Year 2012	Parcel Tax Rate Year 2011	Increase (Decrease)
Crime Prevention and Community Justice Service	1525.03 (no amendment required)	\$41,095 (no change from 2011)	12,844	\$3.20	\$3.22	No change
Northern Community Economic Development	1657	Varies by Electoral Area	Varies by Electoral Area	Ranges from \$1.20 to \$1.45	Not applicable	New service

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1567.03

**A BYLAW TO AMEND THE
PARCEL TAX RATES FOR WATER SERVICE AREAS**

WHEREAS the Board of the Regional District of Nanaimo levies parcel taxes for certain water service areas under its bylaw cited as "Water Services Parcel Tax Rates Bylaw No. 1567, 2009";

AND WHEREAS the budgeted revenues for 2012 require that parcel tax rates be amended;

NOW THEREFORE pursuant to Section 200 of the *Community Charter* the Board of the Regional District of Nanaimo in open meeting assembled, enacts as follows:

1. Amendment

"Water Services Parcel Tax Rates Bylaw No. 1567, 2009" is amended as follows:

- (a) by deleting section 5 and replacing it with the following :
 - 5. The parcel tax rates shown on Schedule 'A' shall be levied commencing in the year 2012 on each parcel recorded on the parcel tax rolls prepared for the service areas listed on Schedule 'A' attached to and forming a part of this bylaw.
- (b) by deleting Schedule 'A' and substituting Schedule 'A' attached to this bylaw.

2. Citation

This bylaw may be cited as "Water Services Parcel Tax Rates Amendment Bylaw No 1567.03, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Water Services
Parcel Tax Rates Amendment Bylaw
No. 1567.03, 2012".

Chairperson

Sr. Mgr. Corporate Administration

SCHEDULE 'A'

The rate per parcel shall be the amount obtained by dividing the revenue established in the 2012 annual budget by the number of parcels recorded on the 2012 parcel tax roll. The amounts in the table have been rounded for convenience.

Water Service Area Name	2011 Total Revenue	Estimated Number of Parcels	Estimated Parcel Tax Rate
Nanoose Peninsula	\$639,595	2,492	\$257
Surfside	\$12,210	39	\$313
San Pareil	\$115,495	288	\$401
Englishman River Community	\$38,445	157	\$245
French Creek	\$58,235	238	\$245
Decourcey	\$7,725	5	\$1,545
Melrose Terrace	\$20,275	28	\$724
Whiskey Creek	\$80,945	125	\$647
Nanoose Bay Bulk Water	\$677,210	2,494	\$271
French Creek Bulk Water	\$263,285	2,034	\$129

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1568.03

**A BYLAW TO AMEND THE
PARCEL TAX RATES FOR SEWER SERVICE AREAS**

WHEREAS the Board of the Regional District of Nanaimo levies parcel taxes for certain sewer service areas under its bylaw cited as "Sewer Services Parcel Tax Rates Bylaw No. 1568, 2009";

AND WHEREAS the budgeted revenues for 2012 require that parcel tax rates be amended;

NOW THEREFORE pursuant to Section 200 of the *Community Charter* the Board of the Regional District of Nanaimo in open meeting assembled, enacts as follows:

1. Amendment

"Sewer Services Parcel Tax Rates Bylaw No. 1568, 2009" is amended as follows:

(a) by deleting Section 4 and replacing it with the following:

4. The parcel tax rates shown on Schedule 'A' shall be levied commencing in the year 2012 on each parcel recorded on the parcel tax rolls prepared for the service areas listed on Schedule 'A' attached to and forming a part of this bylaw.

(b) by deleting Schedule 'A' and substituting Schedule 'A' attached to this bylaw.

2. Citation

This bylaw may be cited as "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.03, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. Corporate Administration

SCHEDULE 'A'

The rate per parcel shall be the amount obtained by dividing the revenue established in the 2012 annual budget by the number of parcels/hectares recorded on the tax roll. The amounts in the table below have been rounded for convenience.

Sewer Service Area Name	2012 Revenue	Estimated Number of Parcels/Hectares	Estimated Parcel Tax Rate
French Creek	\$431,815	1,761 parcels	\$245 per parcel
Fairwinds	\$475,595	795 parcels	\$598 per parcel
Pacific Shores	\$55,890	126 parcels	\$444 per parcel
Surfside	\$19,035	26 parcels	\$732 per parcel
Cedar Sportsfield Capital Financing	\$4,582	1 parcel	\$4,582 per parcel
Cedar Small Residential Properties Capital Financing Service	\$8,140	9 parcels	\$904 per parcel
Cedar Small Lot Residential Properties Phase 2 Capital Financing Service	\$17,702	7 parcels	\$2,213 per parcel with one connection \$4,426 per parcel with two connections
Cedar Large Residential Properties Capital Financing Service	\$6,500	1 parcel	\$6,500 per parcel
Cedar Commercial Properties Capital Financing Service	\$69,325	4.12 hectares	\$16,835 per hectare
Cedar (Operating)	\$26,565	30.5 hectares	\$871 per hectare Parcels less than or equal to .2 ha = .5 ha unit Parcels greater than .2 ha and less than or equal to 1 ha = 1.0 ha unit Parcels greater than 1 ha and less than or equal to 2.55 ha = 2.5 ha units Parcels greater than 2.55 ha and less than or equal to 3.55 ha = 3 ha units Parcels greater than 3.55 ha = 5 ha units

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1569.03

**A BYLAW TO AMEND PARCEL TAX RATES FOR
FIRE PROTECTION SERVICE AREAS**

WHEREAS the Board of the Regional District of Nanaimo levies parcel taxes within certain fire protection service areas under its bylaw cited as "Fire Services Parcel Tax Rates Bylaw No. 1569, 2009";

AND WHEREAS the budgeted revenues for 2012 require that parcel tax rates be amended;

NOW THEREFORE pursuant to Section 200 of the *Community Charter* the Board of the Regional District of Nanaimo in open meeting assembled, enacts as follows:

1. Amendment

"Fire Services Parcel Tax Rates Bylaw No. 1569, 2009" is amended as follows:

(a) by deleting Section 4 and replacing it with the following:

4. The parcel tax rates shown on Schedule 'A' shall be levied commencing in the year 2012 on each parcel recorded on the parcel tax rolls prepared for the fire service areas listed on Schedule 'A'.

(b) by deleting Schedule 'A' and replacing it with Schedule 'A' attached to this bylaw.

2. Citation

This bylaw may be cited as "Fire Services Parcel Tax Rates Amendment Bylaw No. 1569.03, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. Corporate Administration

SCHEDULE 'A'

The rate per parcel shall be the amount obtained by dividing the revenue established in the 2012 annual budget by the number of parcels recorded on the parcel tax rolls prepared for the service areas. The amounts in the table have been rounded for convenience.

Service Area Name	2012 Revenue	Estimated Number of Parcels	Estimated Parcel Tax Rate
Meadowood Fire Protection	\$103,800	453	\$229
Cassidy Waterloo Fire Protection	\$64,170	653	\$98

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1336.09

A BYLAW TO AMEND THE PARCEL TAX RATES WITHIN THE
DRIFTWOOD WATER SUPPLY SERVICE AREA

WHEREAS the Board of the Regional District of Nanaimo may levy parcel taxes to recover the annual costs of the service known as the Driftwood Water Supply Service pursuant to its bylaw cited as "Driftwood Water Supply Service Area Parcel Tax Rate Bylaw No. 1336, 2003"

AND WHEREAS the revenue established for the service in 2012 requires an amendment to the parcel tax rates;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. Amendment

"Driftwood Water Supply Service Area Parcel Tax Rate Bylaw No. 1336, 2003" is hereby amended as follows:

- (a) by deleting sections 3 and 4 and replacing them with the following:
 - 3. The parcel tax rate in this bylaw shall be levied commencing in the year 2012 on each parcel recorded on the annual roll prepared for the Driftwood Water Supply Service Area.
 - 4. The rate per parcel shall be the amount obtained by dividing the sum of \$7,850 by the number of parcels recorded on the annual parcel tax roll prepared under (3) above (the rate is estimated to be \$604).
- (b) by deleting Schedule 'C' and replacing it with Schedule 'c' attached to this bylaw.

2. Citation

This bylaw may be cited as "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.09, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'C' to accompany "Driftwood
Water Supply Service Area Parcel Tax
Rate Amendment Bylaw No. 1336.09,
2012".

Chairperson

Sr. Mgr. Corporate Administration

Schedule 'C'

The following properties are taxable unless the amount listed on Schedule B for the current year is paid on or before January 31 of the current year:

Folio 769-10029.602 Lot 1, Plan VIP82562, DL 102, LD 33
Folio 769-10029.625 Lot 2, Plan 37193, DL 102, LD 33
Folio 769-10029.630 Lot A, Plan VIP84357, DL 102, LD 33
Folio 769-10029.635 Lot B, Plan VIP84357, DL 102, LD 33
Folio 769-10029.652 Lot 2, Plan 21022, DL 102, LD 33
Folio 769-10029.654 Lot 3, Plan 21022, DL 102, LD 33
Folio 769-10029.662 Lot 7, Plan 21022, DL 102, LD 33
Folio 769-10029.668 Lot 10, Plan 21022, DL 102, LD 33
Folio 769-10029.682 Parcel A, Plan 21022, DL 102, LD 33
Folio 769-10029.678 Lot 15, Plan 21022, DL 102, LD 33
Folio 769-10029.705 Lot 2, Plan 25462, DL 102, LD 33
Folio 769-10029.710 Lot 3, Plan 25462, DL 102, LD 33
Folio 769-10029.715 Lot 3, Plan 25462, DL 102, LD 33

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1483.06
A BYLAW TO AMEND THE PARCEL TAX RATE FOR
THE BARCLAY CRESCENT SEWER SERVICE AREA

WHEREAS the Board of the Regional District of Nanaimo may levy parcel taxes to recover the annual costs of the service known as the Barclay Crescent Sewer Service pursuant to its bylaw cited as "Barclay Crescent Sewer Service Area Parcel Tax Rate Bylaw No. 1483, 2006".

AND WHEREAS the revenue established for the service in 2012 requires an amendment to the parcel tax rates;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. Amendment

"Barclay Crescent Sewer Service Area Parcel Tax Rate Bylaw No.1483, 2006" is hereby amended as follows:

(a) by deleting sections 3, 4 and 5 and replacing them with the following:

3. The parcel tax rates in this bylaw shall be levied commencing in the year 2012 on each parcel recorded on the annual roll prepared for the Barclay Crescent Sewer Service Area.
4. Every parcel shall be levied a parcel tax rate calculated by dividing the sum of \$121,960 less the sum of \$73,260 by the number of parcels recorded on the annual parcel tax roll prepared under (3) above (the rate is estimated to be \$201.00)
5. An additional parcel tax for debt repayment purposes shall be levied on all parcels not listed on Schedule 'A' calculated as the amount of \$73,260 divided by the number of parcels on the roll which are not listed on Schedule 'A' (the rate is estimated at \$394.00)

2 Citation

This bylaw may be cited as "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.06, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. Corporate Administration

Schedule 'A'

The following properties shall not be levied the parcel tax rate in Section 5 of this bylaw in consideration of the prepayment of the cost of works and services authorized under "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004".

769	009198.235		769	009200.144
769	009199.220		769	009200.166
769	009199.222		769	009200.168
769	009199.224		769	009200.176
769	009199.244		769	009200.178
769	009199.252		769	009200.180
769	009199.256		769	009200.184
769	009199.260		769	009200.186
769	009199.260		769	009200.204
769	009199.264		769	009200.214
769	009199.270		769	009200.218
769	009199.286		769	009200.230
769	009199.290		769	009200.232
769	009199.306		769	009200.246
769	009199.308		769	009200.256
769	009199.312		769	009200.258
769	009199.330		769	009200.278
769	009199.346		769	009200.284
769	009199.350		769	009200.300
769	009199.366		769	009200.310
769	009199.440		769	009627.120
769	009200.002		769	009627.220
769	009200.014		769	009627.225
769	009200.018			
769	009200.020			
769	009200.030			
769	009200.032			
769	009200.034			
769	009200.042			
769	009200.065			
769	009200.070			
769	009200.112			
769	009200.134			

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1657

**A BYLAW TO ESTBALISH THE
PARCEL TAX RATE FOR THE
NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SERVICE**

WHEREAS the Board of the Regional District of Nanaimo established the Northern Community Economic Development Service by its bylaw cited as "Northern Community Economic Development Service Establishing Bylaw No. 1649, 2011";

AND WHEREAS a parcel tax is to be levied in Electoral Areas E, F, G and H commencing in 2012;

AND WHEREAS the budgeted revenues for 2012 have been established for the purposes of levying the required parcel taxes;

NOW THEREFORE pursuant to Section 200 of the *Community Charter* the Board of the Regional District of Nanaimo in open meeting assembled, enacts as follows:

1. Citation

This bylaw may be cited as "Northern Community Economic Development Service Parcel Tax Rates Bylaw No. 1657, 2012".

2. Taxable Parcels

- (a) The parcel tax rates in this bylaw shall be levied commencing in the year 2012 on each parcel recorded on the parcel tax rolls prepared for the service areas listed on Schedule A attached to and forming a part of this bylaw.
- (b) In this bylaw, "Parcel" means any taxable folio within the service area assessed for land and improvements, or land only or improvements only.
- (c) Parcel taxes for the "Northern Community Economic Development Service" are not levied on folios with the following characteristics:
 - (a) water, including but not limited to foreshore leases; or
 - (b) continuous structures physically identifiable as telephone, hydro or other utility wires, fiber or cables.

3. Parcel Tax Rate

The parcel tax rates for 2012 are estimated as shown on Schedule 'A' attached to this bylaw.

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Schedule A to accompany
Northern Community Economic Development Service
Parcel Tax Rates Bylaw No. 1657, 2012

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE A

Electoral Area	2012 Revenue	2012 Parcels	Estimated parcel tax rate
E	\$4,686	3,471	\$1.35
F	\$3,715	3,220	\$1.15
G	\$4,441	3,644	\$1.22
H	\$3,618	2,509	\$1.44



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

MEMORANDUM

TO: Paul Thompson
Manager, Long Range Planning

DATE: February 24, 2012

FROM: Stephen Boogaards
Planner

FILE: 6630 00 CENSUS

SUBJECT: 2011 Statistics Canada Census Information

PURPOSE

The purpose of this report is to present information on the 2011 Canada Census.

BACKGROUND INFORMATION

Statistics Canada has recently reported the population and dwelling counts from the 2011 census. Despite an economic recession the national and provincial population continued to grow more rapidly than previous census years. The Canadian population has grown 5.9% between 2006 and 2011, compared with 5.4% between 2001 and 2006. Similar to preceding census periods British Columbia continues to have a higher growth rate (7.0%) than the rest of the nation, though not matching growth experienced in the late 1980s.

The growth rate of the Regional District of Nanaimo (RDN) has slowed compared to the previous census period from 9.1% (2001 – 2006) to 5.7% (2006 – 2011). This growth represents a population increase from 138,631 in 2006 to 146,574 in 2011. Historically, population growth rates in the regional district have not been predictable or consistent over time (see Attachment 1). Despite the economic expansion of post-2001, the population never did match the growth rate of the late 1980s of 23%. Also, despite the economic recession during the recent census period, the growth rate was still higher than most other regional districts (see Attachment 2).

Much of the region’s population growth has been in the municipalities as growth in the electoral areas has diminished since the last census period (Attachment 3). Between 2001 and 2006 only 60% of growth was within municipalities compared with 40% in electoral areas. Between 2006 and 2011 nearly 80% of growth has been in municipalities compared with 20% in the electoral areas. The population for the region as a whole increased by 7,943 people. More than half of regional growth was within the City of Nanaimo (4,618) which is entirely within the Growth Containment Boundary (GCB). Other areas with significant population increases include the City of Parksville (984) and Electoral Area ‘F’ (742).

Statistics Canada has also released census figures for what it defines as ‘Population Centres’ and ‘Designated Places’. The Population Centres in the RDN are Nanaimo and Parksville but the boundaries of these population centres are not the same as the municipal boundaries. The ‘Nanaimo Population Centre’ includes part of Lantzville and a portion of Electoral Area ‘A’. The Parksville Population Centre includes the City of Parksville, Town of Qualicum Beach and a portion of Electoral Area ‘G’. Please see Attachments 5 and 6 for the population centre boundaries.

The RDN also has 22 Designated Places located in the electoral areas and one located in the District of Lantzville. While the names of most of the Designated Places will be familiar, the boundaries do not necessarily correspond with what one would normally think of as that area. For example, the 'French Creek Designated Place' does not include most of French Creek and the 'Cedar Designated Place' does not include most of the area that is now located within the Cedar Village Centre. The boundaries of the Designated Places can be seen on Attachments 7 and 8.

ALTERNATIVES

This report is being presented for information only.

LAND USE IMPLICATIONS

Growth Management Implications

The Regional Growth Strategy (RGS) review was initiated following the release of the 2006 census information, including a population and housing report that used the census information to project regional population and housing growth to 2036. The projections estimated the 2011 population to be 158,767 based on the preceding trend of high population growth, including an adjustment for census undercount. The results of the population forecasts were used in combination with an inventory of land available for residential development. Even with the high population estimates used in the report, the results indicated that enough land is designated for residential development to supply the region until almost 2036. The study was completed prior to the addition of the Oceanview and Sandstone developments within the City of Nanaimo's GCB. The combination of a slower growth rate and the addition of more land for urban development should mean that the amount of land designated for urban development is more than adequate to meet demand well beyond 2036.

Intergovernmental Implications

The RDN growth rate has decreased consistent with most other regional districts in the province, except in comparison with regional districts in the lower mainland that have increasing or steady growth rates (Attachment 2). Statistics Canada reports that Census Metropolitan Areas (CMA) have exceeded the national average for growth due to higher immigration rates, which includes the Vancouver CMA and Kelowna CMA. Each of the Central Okanagan Regional District (10.8%), Greater Vancouver Regional District (9.3%), and the Squamish-Lillooet Regional District (8.4%) increased their population growth rate during the census period. The Fraser Valley Regional District remained consistent since the last census period (8%). Areas outside of CMAs, such as the Nanaimo and Parksville Census Agglomeration (CA) areas, grew at a slower rate.

The RDN is unique among other regional districts with a relatively high population within its electoral areas. Out of 155 electoral areas within 25 regional districts, only 15 electoral areas have a population over 5000 (Attachment 4). Four of these electoral areas are within the RDN which is the most for any regional district, followed by the Comox Valley Regional District with 3 electoral areas. The size of its electoral areas may be in part due to their proximity to services and employment in Nanaimo and Parksville. Statistics Canada identifies each Electoral Area 'A' and 'C' to be within the Nanaimo CA and Electoral Area 'G' within the Parksville CA. Electoral Areas 'E', 'F' and 'H' are within a category called 'strong metropolitan influenced zone' in which at least 30% of the census subdivision's employed residents commute to work in the nearest CA.

With respect to possible changes to voting strength and number of Directors for RDN members, while that is based on the figures from the Canada Census, the BC Minister of Community, Sport and Cultural Development must approve these changes and will notify regional districts of any changes by the end of the year.

Sustainability Implications

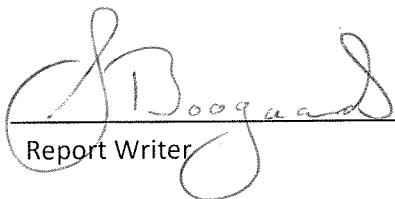
The outcome of the census indicates that most of the population growth is occurring in the urban areas, which is consistent with the Regional Growth Strategy sustainability goals to contain growth within the GCB. Locating within the GCB situates the population where they are in close proximity to services such as shopping, work and leisure activities that create more vibrant communities and reduce automobile use, the primary source of community GHG emissions. Directing growth into urban areas also will reduce the fragmentation of greenfield and agricultural land outside of the urban areas.

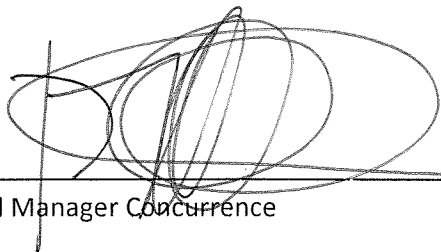
SUMMARY/CONCLUSIONS

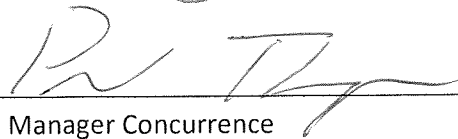
The RDN population grew by 7,943 people to bring the total population of the region to 146,574. This is more than 12,000 people fewer than was forecast in 2006. In comparison to the previous census period of 2001-2006 the RDN's rate of growth and the total population increase were significantly lower. The greatest portion of the region's population increase was in the two largest municipalities, the City of Nanaimo and City of Parksville, with smaller amounts of growth in the electoral areas. The growth in the 'urban areas' as reported in the 2011 census results is generally consistent with the Regional Growth Strategy goals to direct population into the Growth Containment Boundary where services may be provided efficiently and impact on the environment reduced.

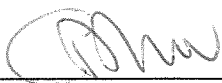
RECOMMENDATION

To receive the report on the Statistics Canada 2011 Census.

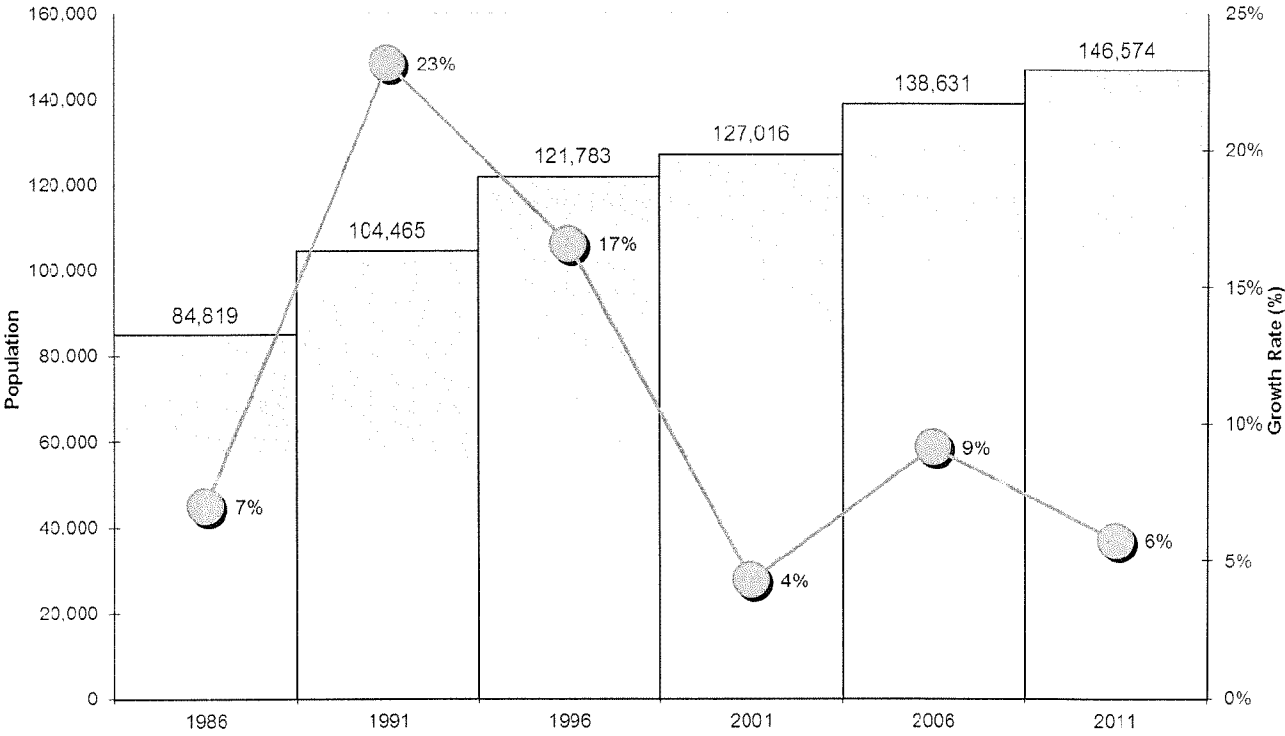

Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

Attachment No. 1
2011 Statistics Canada Census Information
Regional District of Nanaimo Populations and Growth Rates 1986-2011



Source: Urban Future (2007) and Statistics Canada (2012)

Attachment No. 2
2011 Statistics Canada Census Information
Regional District Populations and Growth Rates 2001-2011

Regional District Name	Population			%Change (2001-2006)	%Change (2006-2011)
	2001	2006	2011		
East Kootenay	56,291	55,485	56,685	-1.4	2.2
Central Kootenay	57,019	55,883	58,441	-2.0	4.6
Kootenay Boundary	31,843	30,742	31,138	-3.5	1.3
Okanagan-Similkameen	76,635	79,475	80,742	3.7	1.6
Fraser Valley	237,550	257,031	277,593	8.2	8.0
Greater Vancouver	1,986,965	2,116,581	2,313,328	6.5	9.3
Capital	325,754	345,164	359,991	6.0	4.3
Cowichan Valley	71,998	76,929	80,332	6.8	4.4
Nanaimo	127,016	138,631	146,574	9.1	5.7
Alberni-Clayoquot	30,345	30,664	31,061	1.1	1.3
Comox-Strathcona	96,131	101,595		5.7	-
Comox Valley		59,482	63,538	-	6.8
Strathcona		42,113	43,252	-	2.7
Powell River	19,765	19,599	19,906	-0.8	1.6
Sunshine Coast	25,599	27,759	28,619	8.4	3.1
Squamish-Lillooet	33,011	35,225	38,171	6.7	8.4
Thompson - Nicola	119,222	122,286	128,473	2.6	5.1
Central Okanagan	147,739	162,276	179,839	9.8	10.8
North Okanagan	73,227	77,301	81,237	5.6	5.1
Columbia-Shuswap	48,219	50,141	50,512	4.0	0.7
Cariboo	65,659	62,190	63,392	-5.3	0.3
Mount Waddington	13,111	11,651	11,506	-11.1	-1.2
Central Coast	3,781	3,189	3,206	-15.7	0.5
Skeena Queen Charlotte	21,693	19,664	18,784	-9.4	-4.5
Kitimat Stikine	40,876	38,476	37,361	-2.0	-2.9
Bulkley Nechako	40,856	38,243	39,208	-6.4	2.5
Fraser Fort George	95,317	92,264	91,879	-3.2	-0.4

Attachment No. 3
2011 Statistics Canada Census Information

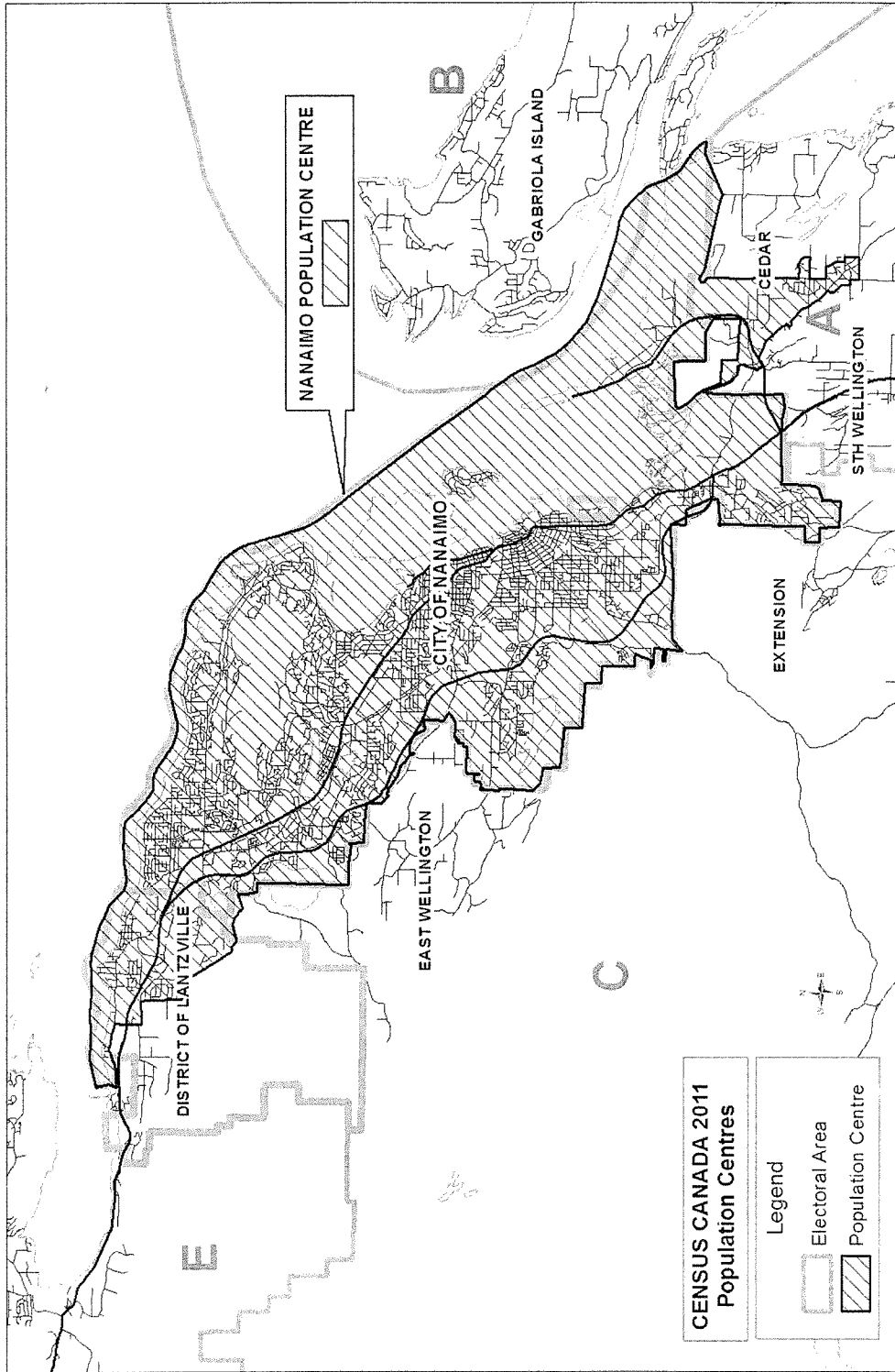
Population and Growth Rate – Regional District of Nanaimo 2001-2011

Area	2001	2006	2011	2001-2006 Population Change	2006-2011 Population Change	2001-2006 % Change	2006-2011 % Change
City of Nanaimo	73,000	78,692	83,810	5,692	4,618	7.8	6.5
Qualicum Beach	7,849	8,502	8,687	653	185	8.3	2.2
Parksville	10,323	10,993	11,977	670	984	6.5	9.0
Lantzville	3,653	3,661	3,601	9	-60	0.2	-1.6
Total Municipal Population Change	94,825	101,848	108,075	7,023	6,277	7.4	6.1
Electoral Area A	6,423	6,751	6,908	328	157	5.1	2.3
Electoral Area B	3,522	4,050	4,045	528	-5	15.0	-0.1
Electoral Area C	1,932	2,508	2,834	576	326	29.8	13.0
Electoral Area E	4,820	5,462	5,674	642	212	13.3	3.9
Electoral Area F	5,546	6,680	7,422	1,134	742	20.4	11.1
Electoral Area G	6,113	7,023	7,158	910	135	14.9	1.9
Electoral Area H	3,108	3,474	3,509	366	35	11.8	1.0
Total Electoral Area Population Change	31,464	35,948	37,550	4,484	1,602	14.3	4.5
Total RDN Population Change	127,016	138,631	146,574	11,508	7,943	9.1	5.7

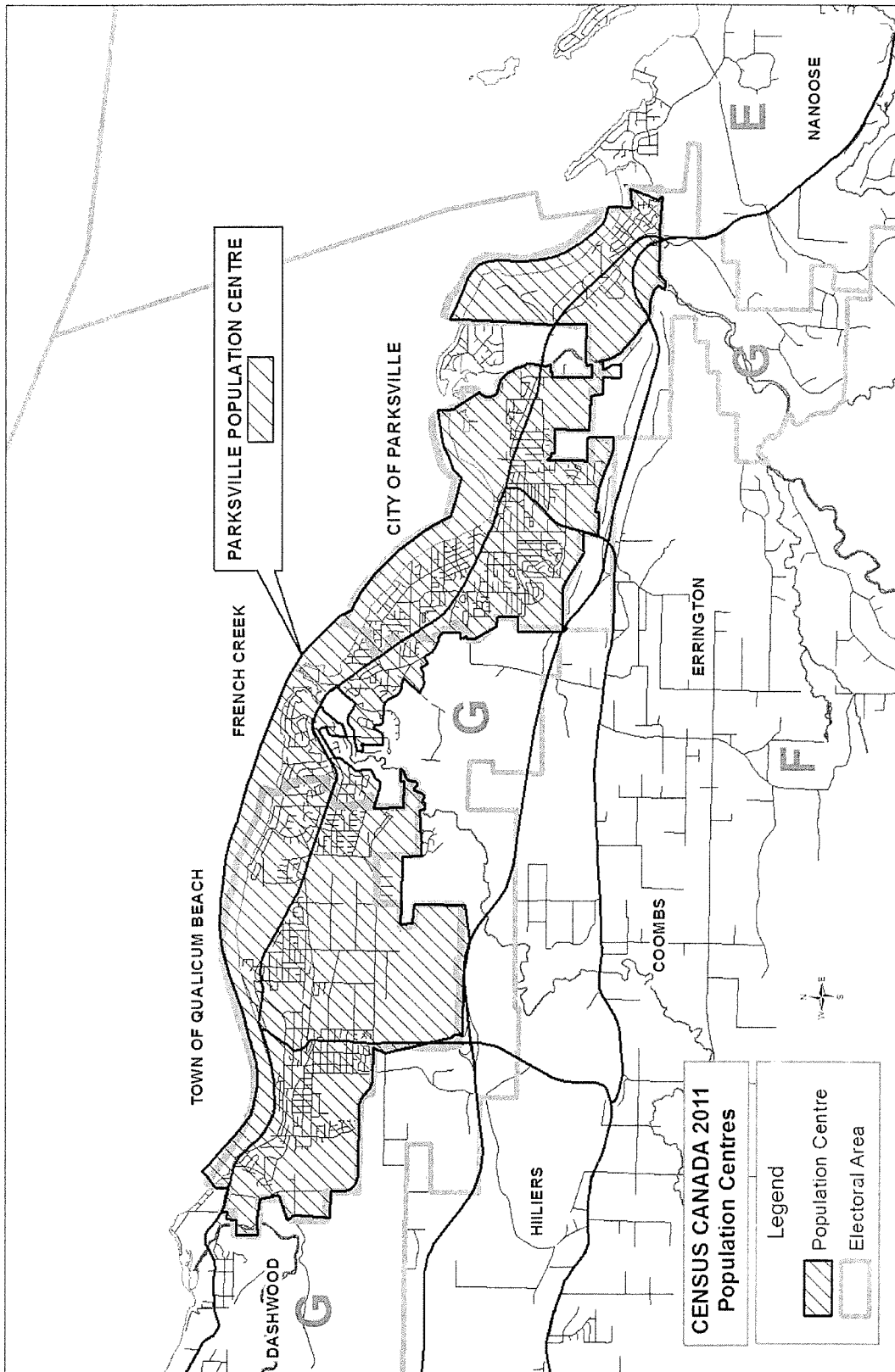
Attachment No. 4
2011 Statistics Canada Census Information
BC Electoral Area Populations

Area	# EAs ≥5000	Pop 2006	Pop 2011
East Kootenay RD	1		
East Kootenay C		5,804	5,713
Okanagan-Similkameen RD	1		
Okanagan-Similkameen D		5,913	5,717
Greater Vancouver RD	1		
Greater Vancouver A		11,050	13,035
Capital RD	1		
Capital F		9,640	10,234
Cowichan Valley RD	1		
Cowichan Valley B		7,562	8,127
Nanaimo RD	4		
Nanaimo A		6,751	6,908
Nanaimo E		5,462	5,674
Nanaimo F		6,680	7,422
Nanaimo G		7,023	7,158
Comox Valley RD	3		
Comox Valley A		6,973	6,899
Comox Valley B		6,970	6,939
Comox Valley C		8,099	8,325
Columbia-Shuswap RD	1		
Columbia-Shuswap C		7,695	7,662
Cariboo RD	1		
Cariboo A		5,859	6,250
Bulkley Nechako RD	1		
Bulkley-Nechako A		5,290	5,391

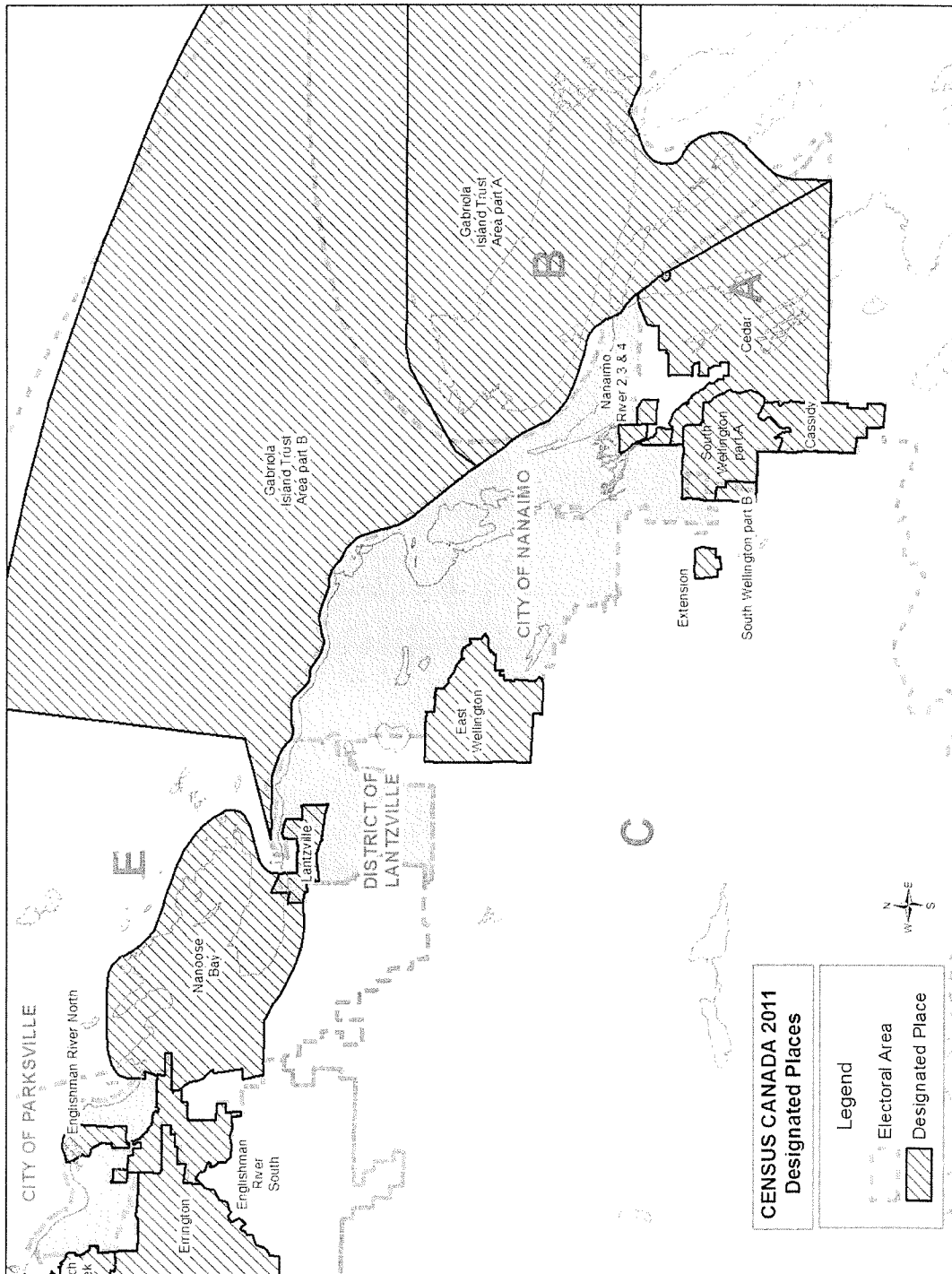
Attachment No. 5
Census Canada 2011 – Nanaimo Population Centre



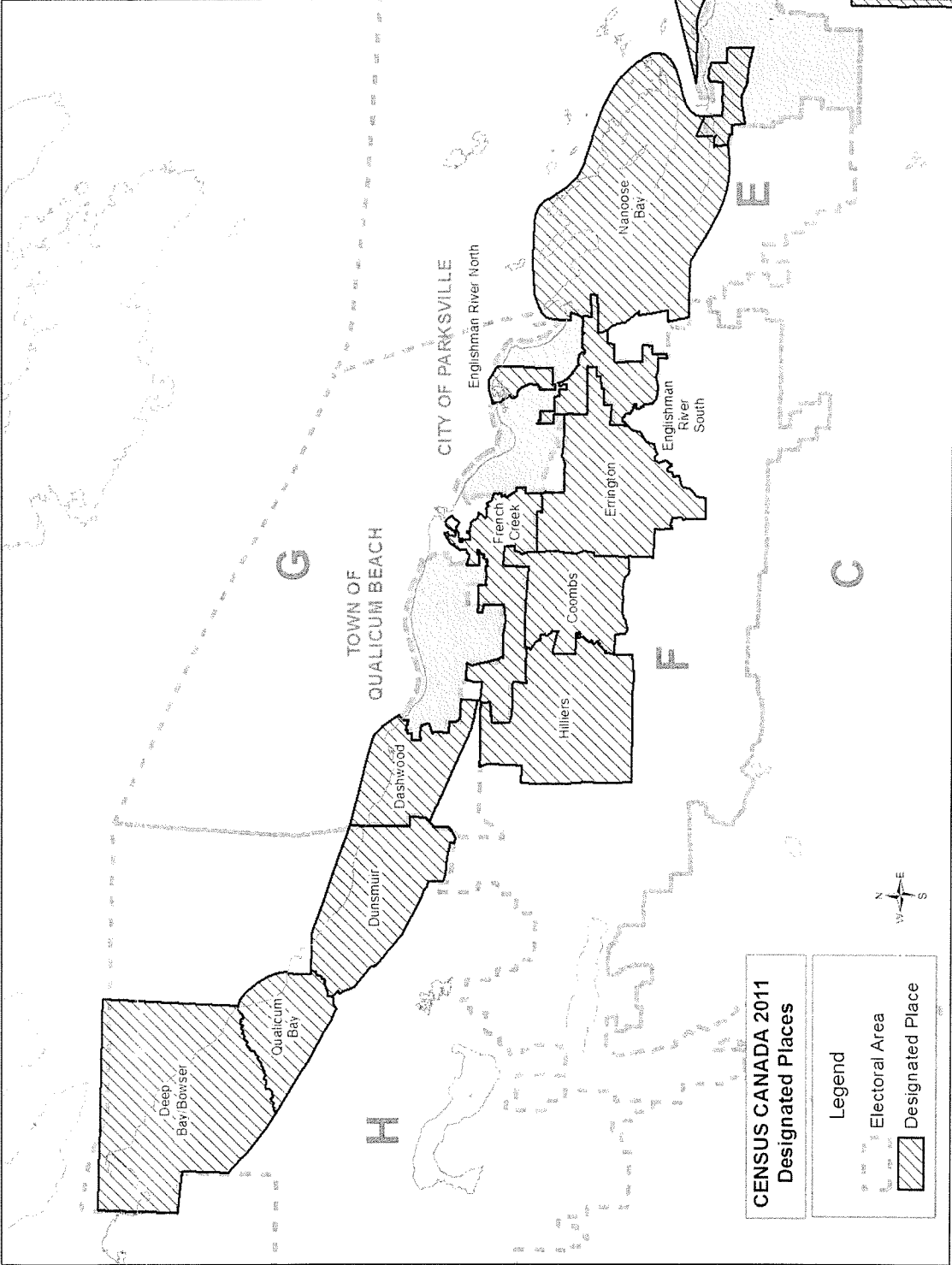
Attachment No. 6
Census Canada 2011 – Parksville Population Centre



Attachment No. 7
Census Canada 2011 – Designated Places RDN South



Attachment No. 8
Census Canada 2011 – Designated Places RDN North





RDN REPORT	
CAO APPROVAL (1/1)	
EAP	
COW	✓
MAR 05 2012	
RHD	
BOARD	

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: February 28, 2012

FROM: Lainya Rowett
Senior Planner

FILE: 0360 20 AAC

SUBJECT: Agriculture Area Plan – Phase 1: Background Report

PURPOSE

To provide information to the Committee of the Whole about the completion of Phase 1 of the Regional District of Nanaimo (RDN) Agricultural Area Plan, the completion of a technical background report.

BACKGROUND

In January 2012, staff provided an update to the Board on the project activities and public engagement process for the RDN Agricultural Area Plan (AAP). Subsequently, the project Consultant, Upland Consulting, submitted Phase 1 of the AAP, a technical Background Report. The purpose of this report is to provide an objective historical profile and statistical analysis of agriculture and aquaculture in the RDN to inform the AAP. The report includes an overview of the following characteristics:

- history of local agriculture and aquaculture;
- biophysical resources (weather, hydrology, geology, soils);
- climate change impacts;
- socio-Economic trends in agriculture and aquaculture (employment, GDP contribution);
- agriculture and aquaculture profiles (Land Use Inventory; comparative analysis of Electoral Areas and member municipalities);
- competitive analysis of agriculture and aquaculture in the RDN (growing conditions; labour; costs; land use; supply management; marketing; farmers markets);
- explanation of the regulatory framework governing agriculture and aquaculture.

Phase 2 of the AAP, the Plan document, will build on this information and derive recommendations and implementation strategies to support viable local agriculture and aquaculture.

The following discussion highlights some key points identified in the “Regional District of Nanaimo Agricultural Area Plan Phase 1: Background Report” prepared by Upland Consulting and dated February 17, 2012, (as circulated).

DISCUSSION

The RDN is the second most populated regional district on Vancouver Island, after the Capital Region, accounting for 18% of the Island’s population. Agriculture and aquaculture operations function as

important contributors to the local economy, yet they experience significant challenges, as expressed by individuals and stakeholders in the Public Consultation Summary Report, which was received by the Board in January. The Background Report (as circulated) examines numerous socio-economic and demographic trends between 1996 and 2006 for each of the RDN Electoral Areas, and concludes that there are opportunities to help improve the productivity and profitability of agriculture and aquaculture in the RDN.

The Background Report examines agriculture and aquaculture activities on lands located within the Agricultural Land Reserve (ALR) as well as lands outside of the ALR that have Farm Status through B.C. Assessment. The study area includes six electoral areas, which are directly governed by the RDN in terms of land use, but excludes areas governed by the member municipalities and the Islands Trust (Gabriola Island). Despite this exclusion, the information contained in this report is intended to inform local land use planning concerning agriculture and aquaculture within the RDN and its member municipalities.

In terms of its agricultural profile, farming in the RDN is best characterized as small-medium scale and non-intensive. The report notes that less than 30% of ALR land in the RDN is being used for farming purposes based on a recent Land use Inventory conducted by the project consultant in 2011. The most widespread crops grown include hay, forage, berries, and fruit trees. Beef cattle, small-scale poultry, and sheep are the most common livestock found in the region. A few dairy and pork operations also remain.

The report identifies that the most profitable farms (per hectare) in the RDN are located within Electoral Areas 'A' (Cedar) and 'E' (Nanoose Bay). In comparison to other regions on Vancouver Island, farms in the RDN are more profitable per hectare, than Port Alberni, but less profitable than farms in the Capital Region and Cowichan Valley. Farms in the Comox Valley reflect a similar revenue per hectare as those in the RDN. Despite the relative profitability of farms in the RDN as identified by key indicators, jobs on farms in the RDN decreased nearly 20% between 2001 and 2006, indicating a struggling industry and/or a lack of available farm labour.

While the region benefits from a moderate coastal climate and, in general, soils with high agricultural capability, the report concludes that agricultural production in the RDN has declined over the past twenty years. Farms are generally experiencing a near "break-even" point in profitability, though there is some variability throughout the region. Despite a low gross margin, the statistics reveal that as the total farm area under production has decreased in the RDN the revenue per hectare has increased over the past ten years, indicating that farms are intensifying their production as their land base under production decreases. Therefore, the level of agricultural production and the revenue generated from agricultural operations in the RDN has the potential for growth and diversification.

Aquaculture is highly productive along the RDN coast (e.g. Electoral Areas 'E' and 'H'); however, the report identifies that ocean-based shellfish operators face significant regulatory impediments to their expansion and development.

The Background Report (as circulated) further outlines these trends and identifies key barriers and opportunities for viable agriculture and aquaculture in the RDN, including:

- increasing transportation and fuel costs in shipping farm products to markets off the Island;
- increasing land prices jeopardize farm profitability and entry for new farmers;

- increasing operating expenses (e.g. machinery, fuel, fertilizer, feed, electricity, seed, etc.);
- labour shortages;
- increasing in age of farm operators (average 55 years old in the RDN in 2006) and farm succession issue;
- regulations limiting the ease of processing farm products locally;
- lack of venue(s) to encourage or facilitate a year-round market;
- under-utilization of agricultural lands indicates significant potential for production increases;
- multi-faceted regulatory framework for aquaculture restricts new and expanded operations.

ALTERNATIVES

This report is being presented for information only.

FINANCIAL IMPLICATIONS

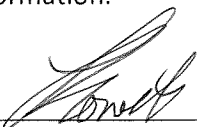
As discussed in this report, the Background Report comprises Phase 1 of the RDN Agricultural Area Plan. Phase 2 will consist of the Plan, including a variety of recommendations and implementation strategies for consideration by the Board. The financial implications of these recommendations will need to be reviewed by the Board as part of the Board's decision on implementation of the Plan. The draft Plan will to be forwarded in the spring to the Board for its consideration

SUMMARY/CONCLUSIONS

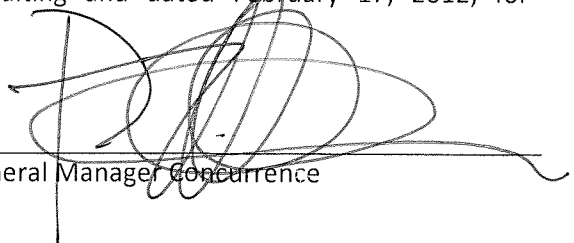
The project Consultant has completed Phase 1 of the RDN Agricultural Area Plan (AAP) with the completion of a technical Background Report. The report identifies key trends between 1996 and 2006 in the socio-economic and demographic characteristics and profiles of agriculture and aquaculture industries within RDN communities. The report concludes that there are significant challenges and opportunities to improve the productivity and profitability of local food production. These observations will be used to inform Phase 2 of the AAP, the Plan document, which will include recommendations and implementation strategies to support viable local agriculture and aquaculture in the RDN.

RECOMMENDATION

That the Committee of the Whole receive the "Regional District of Nanaimo Agricultural Area Plan Phase 1: Background Report" prepared by Upland Consulting and dated February 17, 2012, for information.



Report Writer



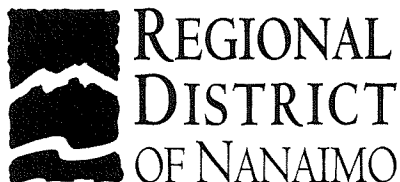
General Manager concurrence



Manager Concurrence



CAO Concurrence



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	<input checked="" type="checkbox"/> <i>Mar 13</i>
MAR 06 2012	
RHD	
BOARD	

MEMORANDUM

TO: Sean De Pol
 Manager of Wastewater Services

DATE: February 27, 2012

FROM: Luc Lachance
 Engineering Technologist

FILE: 5340-01

SUBJECT: Annual Wastewater Services Treatment Facilities Report - 2011

PURPOSE

To provide the Board with the 2011 Annual Wastewater Treatment Facilities Report.

BACKGROUND

The Regional District of Nanaimo (RDN) owns and operates the Greater Nanaimo Pollution Control Centre (GNPCC), Duke Point Pollution Control Centre (DPPCC), French Creek Pollution Control Centre (FCPCC) and Nanoose Bay Pollution Control Centre (NBPCC). The volume and quality of effluent that can be discharged into the Strait of Georgia is regulated by the Ministry of Environment. The RDN is also required to submit an annual report on the operation of each treatment facility to the Ministry of Environment.

A high level of compliance was achieved at all treatment facilities in 2011. A summary of the flow volumes treated, the quality of the effluent discharged to the environment and planned future improvements for the treatment facilities are attached as Appendix 1. Copies of the full reports submitted to the Ministry of Environment are available on request to the public, as required by the Municipal Sewage Regulations.

ALTERNATIVES

There are no alternatives being presented. This report is presented for Board information on the operation and compliance of the RDN's four wastewater treatment facilities.

FINANCIAL IMPLICATIONS

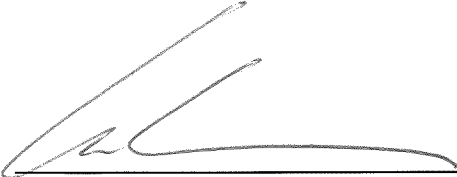
The cost of annual reporting is included in the annual operations budget for each treatment facility.

SUMMARY

The Regional District of Nanaimo operates four treatment facilities that are regulated by the Ministry of Environment. A high level of compliance was achieved at all treatment facilities in 2011. In order to maintain this level of compliance the Regional District will need to continue to install new equipment, upgrade existing systems and optimize maintenance of our infrastructure.

RECOMMENDATION

That the Board receive the 2011 Annual Wastewater Treatment Facilities Report for information.



Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

WASTEWATER SERVICES

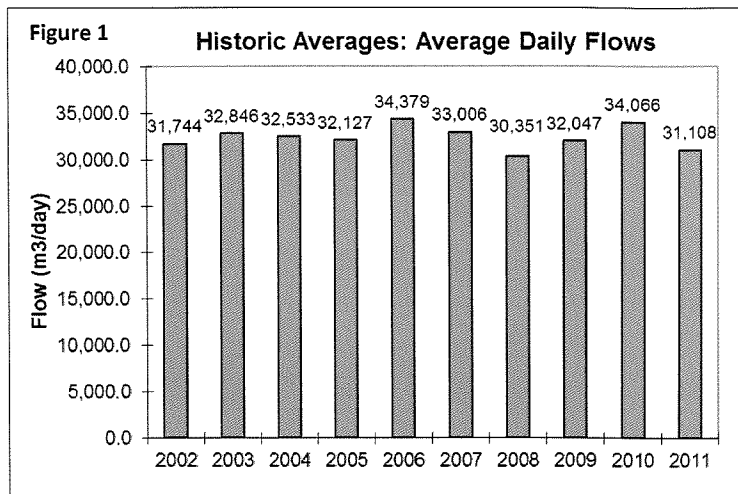
2011 ANNUAL WASTEWATER TREATMENT FACILITIES REPORT

GREATER NANAIMO POLLUTION CONTROL CENTRE

Flow Monitoring

The total volume of treated effluent discharged from GNPCC in 2011 was 11,348,890 m³, at an average flow of 31,108 m³/day. Figure 1 indicates the average daily flows reported over the past ten years.

The permitted daily maximum daily discharge (80,870 m³/day) was not exceeded in 2011.



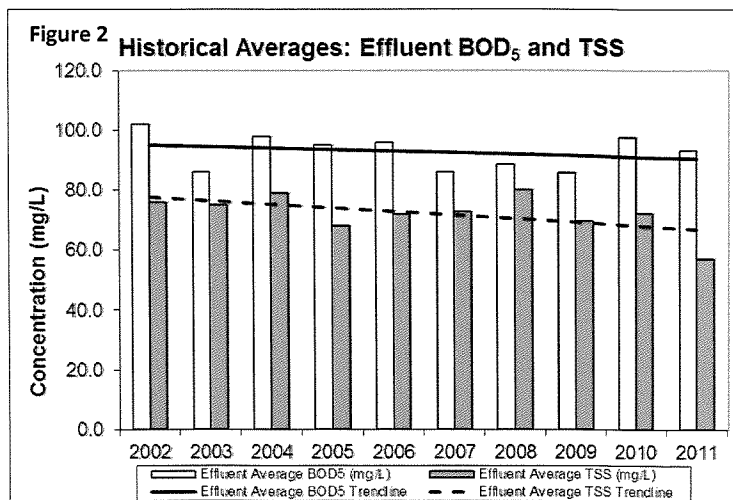
5-Day Biochemical Oxygen Demand (BOD₅)

The average BOD₅ concentration for influent and effluent was determined to be 214.5 mg/L and 93.3 mg/L, respectively. BOD₅ removal efficiency in 2011 was approximately 55.3%. There were seven BOD₅ non-compliances where the maximum permitted concentration of 130 mg/L was exceeded. All non-compliance events were associated with Chemically Enhanced Primary Treatment (CEPT) operation. Secondary treatment will greatly improve effluent quality.

Total Suspended Solids (TSS)

The average TSS concentration for influent and effluent was determined to be 251.5 mg/L and 57.1 mg/L, respectively. TSS removal efficiency in 2011 was approximately 76%. There were no TSS non-compliance events where the maximum permitted concentration of 130 mg/L was exceeded.

Figure 2 shows the average BOD₅ and TSS concentrations over the last ten years. Trend lines for both BOD₅ and TSS illustrate an improvement in the quality of the effluent discharged. This is due primarily to improvements in the treatment process, including upgrading to CEPT and the installation of two gravity sludge thickeners.

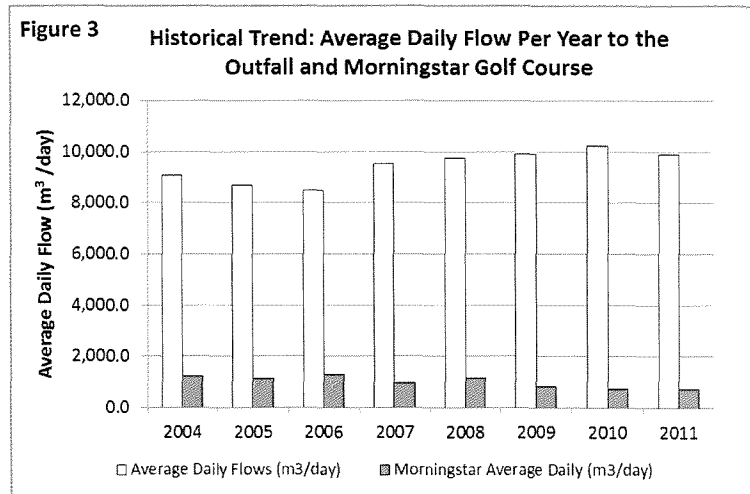


FRENCH CREEK POLLUTION CONTROL CENTRE

Flow Monitoring

Treated effluent from FCPC is discharged to the Strait of Georgia and during the summer months a portion of the flow is diverted to lagoons on the Morningstar Golf Course for irrigation.

The combined flow of effluent discharged to the outfall and Morningstar Golf Course from FCPC in 2011 was 3,620,422 m³, at an average daily flow of 9,913 m³. The total volume of treated effluent discharged to the outfall in 2011 was 3,552,494 m³, at an average flow of 9,730 m³/day. The permitted maximum daily discharge (16,000 m³/day) was not exceeded in 2011.



From June to August, a total volume of 67,928 m³ of treated effluent was diverted to Morningstar Golf Course. The maximum permitted discharge of 1,370 m³/day was not exceeded in 2011. Figure 3 illustrates the average daily flow of treated effluent to the outfall and Morningstar Golf Course reported over the past eight years.

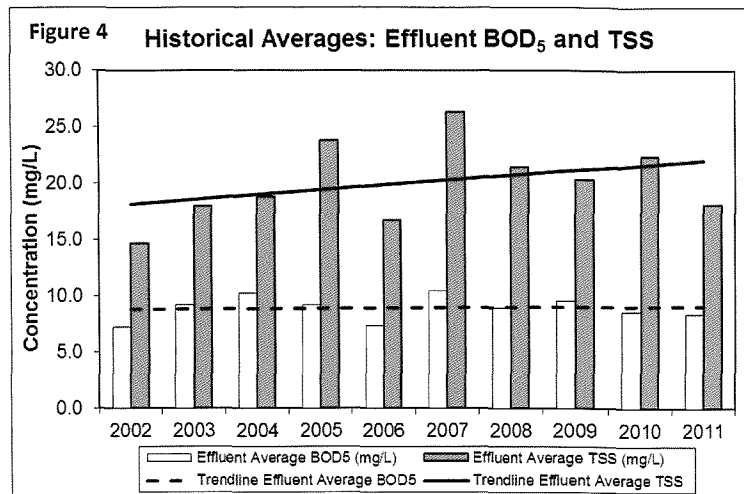
5-Day Biochemical Oxygen Demand (BOD₅)

The average BOD₅ concentration for influent and effluent was determined to be 144.8 mg/L and 8.4 mg/L, respectively. BOD₅ removal efficiency in 2011 was approximately 94 %. The maximum permitted effluent BOD₅ concentration for discharge to the outfall is 45 mg/L. For discharge to Morningstar Golf Course a more stringent limit of 20 mg/L should not be exceeded. There were no outfall or Morningstar Golf Course BOD₅ non-compliance events in 2011.

Total Suspended Solids (TSS)

The average TSS concentration for influent and effluent was determined to be 289.8 mg/L and 18.1 mg/L, respectively. TSS removal efficiency was approximately 93.6 %. The maximum permitted effluent TSS concentration for discharge to the outfall is 60 mg/L. For discharge to the Morningstar Golf Course a more stringent limit of 30 mg/L should not be exceeded. There was one outfall non-compliance where the maximum permitted concentration of 60 mg/L was exceeded. There were no TSS Morningstar Golf Course non-compliance events.

Figure 4 shows the average BOD₅ and TSS concentrations over the last ten years. The BOD₅ trend line indicates that the facility has been able to maintain a relatively constant reduction efficiency. The TSS trend line is showing a decrease in effluent quality since 2002. However, the annual average TSS concentrations have improved since the completion of the Stage Three Expansion Project in 2007.



DUKE POINT POLLUTION CONTROL CENTRE

Flow Monitoring

The total volume of treated effluent discharged from DPPCC was 12,057 m³, at an average flow of 33.8 m³/day. The highest daily flow, 160.9 m³, recorded in March, was well below the permitted maximum discharge of 1,800 m³/day.

5-Day Biochemical Oxygen Demand (BOD₅)

The average BOD₅ concentration for influent and effluent was determined to be 121.9 mg/L and 4.4 mg/L, respectively. BOD₅ removal efficiency in 2011 was 95.6%. There was one BOD₅ non-compliance event where the maximum permitted concentration of 30 mg/L was exceeded in 2011. The non-compliance event occurred in January and was caused by process control equipment failure. The equipment was repaired and effluent quality returned to normal levels.

Total Suspended Solids (TSS)

The average TSS concentration for the influent and effluent was determined to be 93.8 mg/L and 5.1 mg/L, respectively. TSS removal efficiency in 2011 was 94.3%. There was one TSS non-compliance event where the maximum permitted concentration of 30 mg/L was exceeded. The TSS non-compliance occurred on the same day and had the same cause as the BOD₅ non-compliance.

pH and Fecal Coliforms

The average pH level of the effluent was 7.0. The permitted pH range of the effluent must be between 6.0 and 9.0. There were no pH non-compliance events in 2011.

The average fecal coliform concentration for 2011 was 16 colonies/100 mL. There were no fecal coliform non-compliance events, where the maximum permitted concentration of 1,000 colonies/100ml was exceeded.

NANOOSE BAY POLLUTION CONTROL CENTRE

Flow Monitoring

The total volume of treated effluent discharged from NBPCC was 101,442 m³, at an average flow of 278.6 m³/day. The highest daily flow, 692 m³ recorded in March, was well below the permitted maximum discharge of 2,270 m³/day.

5-Day Biochemical Oxygen Demand (BOD₅)

The average BOD₅ concentration for influent and effluent was determined to be 184.7 mg/L and 72.4 mg/L, respectively. BOD₅ removal efficiency in 2011 was 60.7%. There was one BOD₅ non-compliance event where the maximum permitted concentration of 100 mg/L was exceeded. This occurred during a warm weather period during which CEPT operation was not optimal. The CEPT operation was reviewed and optimized to improve treatment efficiency.

Total Suspended Solids (TSS)

The average TSS concentration for influent and effluent was determined to be 256 mg/L and 41.8 mg/L, respectively. TSS removal efficiency in 2011 was approximately 82.4%. There were no TSS non-compliance events where the maximum permitted concentration of 100 mg/L was exceeded.

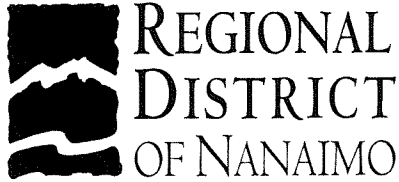
PLANNED FACILITY IMPROVEMENTS

In order for GNPCC and FCPCC to have sufficient capacity for future population growth and to maintain permit compliance, GNPCC requires expansion and upgrade to a secondary facility by 2015 and a major expansion of FCPCC will be required in about 2017. Treatment process options were assessed for both facilities in 2010 and 2011. Secondary treatment plant expansion preliminary design was completed for GNPCC in 2011 and a performance review study was conducted for FCPCC.

Projects are identified, defined and implemented according to the facilities' long range plans. The construction of a third digester and the cogeneration plant at GNPCC were key projects in 2011. The commissioning of both installations is planned for 2012.

SUMMARY

In summary, a high level of compliance was achieved at all treatment facilities in 2011. In order to maintain this level of compliance the Regional District will need to continue to install new equipment, upgrade existing systems and optimize maintenance of our infrastructure.



RDN REPORT	
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MEMORANDUM

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

DATE: February 20, 2012

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: Bylaws No. 1623.01 and 1656 – Authorize use of Development Cost Charge Funds

PURPOSE:

To introduce Bylaws No 1623.01 and 1656 authorizing expenditures from the Southern and Northern Community Sewer Service Area Development Cost Charge (DCC) Reserve Funds.

BACKGROUND:

Section 935(5) of the *Local Government Act* requires that expenditures from Development Cost Charge Reserves be authorized by bylaw. The following projects have received approval to proceed earlier in 2011 and the attached bylaws complete the statutory approval process.

The Digester 3 Construction project at the Greater Nanaimo Pollution Control Centre was originally approved for \$7.8 million in DCC funding; however, actual results from the tendering process during 2011 resulted in an increase to \$10,377,155 for this project. The Board approved the increase at its meeting held May 24, 2011.

One project for the Northern Community Wastewater service was approved to proceed in 2011. The Qualicum Beach Forcemain Upgrade project was approved at the Board meeting held August 23, 2011. The project’s total cost is \$330,690 with 50% of the funding (\$165,345) provided by DCCs.

Bylaw No. 1623.01 amends the authorized amount to be released from the Southern Community Wastewater DCC Reserve Fund to \$10,377,155, and Bylaw No. 1656 authorizes expenditures up to \$165,345 from the Northern Community Wastewater DCC Reserve Fund.

ALTERNATIVES:

1. Approve Bylaws 1623.01 and 1656 as presented.
2. Amend the bylaws and approve the bylaws as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

The above noted capital projects and use of DCC funds were approved by the Board in 2011. The use of development cost charges for these projects is in accordance with the background information used to calculate the current DCC rates. Staff recommend approving the bylaws as presented. Bylaws No. 1623.01 and 1656 will complete the statutory requirement to approve the use of DCC's by bylaw.

SUMMARY/CONCLUSIONS:

Section 935(5) of the *Local Government Act* requires that expenditures from Development Cost Charge Reserves be authorized by bylaw. Amendment Bylaw No. 1623.01 for the Third Digester project and Bylaw No. 1656 for the Qualicum Beach Forcemain Upgrade project complete the statutory approvals for these DCC related projects.

RECOMMENDATIONS:

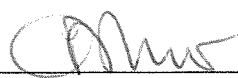
1. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.01, 2012" be introduced and read three times.
2. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.01, 2012" be adopted.
3. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1656, 2012" be introduced and read three times.
4. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1656, 2012" be adopted.



Report Writer



General Manager



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1623.01

A BYLAW TO AMEND THE SOUTHERN COMMUNITY SEWER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND EXPENDITURE BYLAW NO. 1623

WHEREAS The Board of the Regional District of Nanaimo adopted the “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1623, 2011” to provide for the use of Development Cost Charge Reserve Funds for the construction of a third digester at the Greater Nanaimo Pollution Control Centre;

AND WHEREAS the Board has subsequently approved a revised budget estimated to be \$10,377,155 for the design and construction of a third digester at the Greater Nanaimo Pollution Control Centre, and the project is an eligible development cost charge project;

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

1. Amendment

By deleting Section 1 and replacing it with the following:

The sum of Ten Million, Three Hundred and Seventy Seven Thousand, One Hundred and Fifty Five Dollars (\$10, 377,155) is hereby appropriated for the purpose of designing and constructing a third digester at the Greater Nanaimo Pollution Control Centre.

2. Citation

This bylaw may be cited as the “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.01, 2012”.

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1656

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

WHEREAS the Northern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1442, 2005;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of undertaking the Qualicum Beach Forcemain Improvements project, and the project is an eligible development cost charge project;

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

AND WHEREAS the estimated amount to be expended is \$165,345;

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

1. The sum of One Hundred Sixty Five Thousand, Three Hundred and Forty Five dollars (\$165,345) is hereby appropriated for the purpose of undertaking the Qualicum Beach Forcemain Improvements project.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1656, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



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MEMORANDUM

TO: Mike Donnelly
Manager of Water Services

DATE: February 28, 2012

FROM: Deb Churko
Engineering Technologist

FILE: 5500-22-NBP-01

SUBJECT: Bylaws No. 867.06 and 1049.07 - Inclusion of 2020 Seahaven Road into the Nanoose Bay Peninsula Water Service Area, Electoral Area 'E'

PURPOSE

To consider a request to include 2020 Seahaven Road (Lot D, District Lot 51, Nanoose Land District, Plan 7705) into the Nanoose Bay Peninsula Water Service Area (NBPWSA) for the purpose of water connection (see location plan in Figure 1).

BACKGROUND

The subject property is a 3.4 acre lot located at the corner of Seahaven Road and Hathaway Road, in Nanoose Bay. This waterfront property is currently occupied by one single-family dwelling which was constructed in the 1950's. The owner of the subject property (A.C. Dalton) wishes to include the property in the Nanoose Peninsula Water Local Service Area in order to supply the site with potable water. The existing drinking water well on the property has been abandoned due to poor water quality and flow. The owner recently retained a well driller to re-generate the existing well on-site, and complete a well drilling program at this location. Both activities were unsuccessful in securing a potable source of water on-site.

The subject property is located outside of the Growth Containment Boundary (GCB) where water and sewer services are not normally supported (per *Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615*). However, the *Nanoose Bay Official Community Plan Bylaw No. 1400, 2005* (Electoral Area 'E') supports servicing to properties where there are health or environmental reasons, such as a contaminated well. A community water supply main is located immediately adjacent to the subject property thereby making a connection to the community water system possible.

Including the property in the NBPWSA will also require that it be brought into the Nanoose Bay Bulk Water Supply Local Service Area. A Capital Charge amount of \$2,346 is therefore payable as a condition of joining the bulk water sewer service area, pursuant to *Nanoose Bay Bulk Water Supply Local Service Area Capital Improvement Charge Bylaw No.1323 (2002)*. A Capital Improvement Charge for joining the NBPWSA is being developed. A report to the Board and a bylaw on this new Capital Charge is anticipated to be brought forward later in 2012. The new Capital Charge is estimated to be \$5,803. In the absence of a capital charge bylaw, staff are requesting that the Board apply a charge of \$5,803 as a condition of including the property at 2020 Seahaven Road into the NBPWSA. Legal counsel has advised that this requirement is acceptable, and the property owner has paid the applicable charges.

The following bylaws require amendment in order to include this property in the water service area. Both bylaw amendments are addressed in this report:

- Nanoose Bay Peninsula Water Service Area Bylaw No. 867 (1992); and
- Nanoose Bay Bulk Water Supply Local Service Area Bylaw No. 1049 (1996).

ALTERNATIVES

1. Accept the application and include the property in the Nanoose Bay Peninsula Water Local Service Area and the Nanoose Bay Bulk Water Supply Local Service Area.
2. Do not accept the application. The owner would be required to pursue private water supply options.

FINANCIAL IMPLICATIONS

Under Option 1, if the application for 2020 Seahaven Road is approved for inclusion into the Nanoose Bay Peninsula Water Service Area and the Nanoose Bay Peninsula Bulk Water Supply Service Area, there are no financial implications to the RDN. Capital Charges in the amount of \$8,149 (\$2,346 + \$5,803) have been paid to the RDN, and all other costs associated with constructing a connection to the community water system will be paid by the property owner.

Under Option 2, if the application is not approved, there would be no financial implications to the RDN. The \$8,149 collected in Capital Charges would be returned to the owner.

SUSTAINABILITY IMPLICATIONS

By including this property in the Nanoose Bay Peninsula Water Service Area, one community water service connection would be provided to the property for domestic purposes. The existing drinking water well on the property has been abandoned due to poor water quality and flow. Drilling a new well on-site and efforts to re-generate the old well have been unsuccessful. Staff suggest that additional groundwater exploration at this location would have limited success due to the close proximity to the ocean, and the restrictions listed in the RDN's *Watercourse Protection Development Permit Area*. There are no significant environmental impacts associated with connection to the community water system.

DEVELOPMENT IMPLICATIONS

While the property is located outside the GCB (Growth Containment Boundary), the GCB allows a property to connect to a water service area for health or environmental reasons provided it does not facilitate future development.

The property is zoned Residential RS1-F pursuant to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*. The "F" subdivision district provides a minimum parcel size of 1 hectare (2.47 acres) regardless of water or sewer servicing. The subject property is approximately 1.4 hectares (3.4 acres) in size, therefore further development of the property (i.e. subdivision) would not be possible under the current zoning.


In keeping with the goals of the RDN's *Regional Growth Strategy*, it should be noted that this 3.4 acre waterfront property would not be subdividable in the future, even with the provision of a community water service. The subject property is located within a "Rural Residential" land use designation pursuant to the *Nanoose Bay Official Community Plan (OCP) Bylaw No. 1400, 2005*. An amendment for re-zoning (to a higher density) would require a major amendment to the *Regional Growth Strategy*.

SUMMARY/CONCLUSIONS

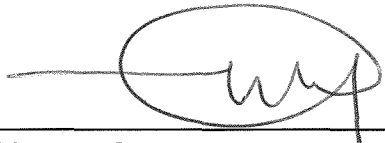
The owner of 2020 Seahaven Road (A.C. Dalton) wishes to amend the boundaries of the Nanoose Bay Peninsula Water Service Area for the purpose of gaining a connection to the community water system. Drilling a new well on-site and efforts to re-generate the old well have been unsuccessful. A community water supply main is located immediately adjacent to the subject property. Capital Charges in the amount of \$8,149 have been paid to the RDN. All other costs associated with a connection to the community water system would be paid for by the property owner. There are no significant environmental or development implications of expanding the water service area to include the subject property.

RECOMMENDATIONS


1. That "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.06, 2012" be introduced and read three times.
2. That "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.07, 2012" be introduced and read three times.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 867.06

**A BYLAW TO AMEND THE BOUNDARIES OF THE
NANOOSE BAY PENINSULA WATER SERVICE AREA**

WHEREAS the Regional District of Nanaimo established the Nanoose Bay Peninsula Water Service, pursuant to Bylaw No. 867, cited as "Nanoose Bay Peninsula Water Service Area Bylaw No. 867, 2005";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the land shown outlined in black on Schedule 'C' of this bylaw and legally described as:

- Lot D, District Lot 51, Nanoose Land District, Plan 7705;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

"Nanoose Bay Peninsula Water Service Area Bylaw No. 867, 2005" is amended as follows:

- a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to this bylaw.

2. Citation

This bylaw may be cited for all purposes as "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.06, 2012".

Introduced and read three times this ____ day of _____, 2012.

Adopted this ____ day of _____, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

Schedule 'A' will be the newly amended service area boundaries for the Nanoose Bay Water Service. A hard copy of the map is too big to include in the body of this bylaw, but will be included in the final bylaw file once adopted.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1049.07

**A BYLAW TO AMEND THE BOUNDARIES
OF THE NANOOSE BAY BULK WATER SUPPLY
LOCAL SERVICE AREA**

WHEREAS the Regional District of Nanaimo established the Nanoose Bay Bulk Water Supply Service, pursuant to Bylaw No. 1049, cited as “Nanoose Bay Bulk Water Supply Local Service Area Establishment Bylaw No. 1049, 1996”;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the land shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lot D, District Lot 51, Nanoose Land District, Plan 7705;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

“Nanoose Bay Bulk Water Supply Local Service Area Bylaw No. 1049, 1996” is amended as follows:

- a) By deleting Schedule ‘A’ and replacing it with the Schedule ‘A’ attached to this bylaw.

2. Citation

This bylaw may be cited for all purposes as “Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.07, 2012”.

Introduced and read three times this ____ day of _____, 2012.

Adopted this ____ day of _____, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

Schedule 'A' will be the newly amended service area boundaries for the Nanoose Bay Bulk Water Supply Local Service Area. The map is too big to include in the body of this bylaw, but will be included in the final bylaw file once adopted.



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MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 29, 2012

FROM: John Finnie
General Manager of Regional and Community Utilities

FILE: 0360-20-CAVI / 5600-07

SUBJECT: Rainwater Management & Water Sustainability Inter-Regional Education Initiative

PURPOSE

To seek Board support for a Vancouver Island Inter-Regional Education Initiative to assist in advancing watershed sustainability and green infrastructure practices.

BACKGROUND

The Partnership for Water Sustainability in British Columbia (PWSBC), under the umbrella of CAVI – Convening for Action on Vancouver Island – is undertaking to align the efforts of four regional districts on Vancouver Island (Capital Regional District, Cowichan Valley Regional District, Regional District of Nanaimo and Comox Valley Regional District) to advance an inter-regional educational initiative to benefit water-centric activities in all four areas. The initiative will focus on education, collaboration and sharing of ideas and experiences on water sustainability and rainwater management best practices.

The main objectives of the initiative include:

- Advancing watershed sustainability and green infrastructure practices Vancouver Island wide.
- Linking activities among the four regions so all areas can benefit from lessons learned.
- Increasing collaboration and alignment of efforts across boundaries.
- Sharing information and experiences.
- Promoting tools and opportunities for local governments and the development community to gain an understanding of why and how to integrate the site with the watershed and stream.
- Increasing effectiveness of decisions about the use and conservation of water assets.

The initiative will support implementation of watershed-based processes in the four regional districts.

PWSBC is a non-profit society, incorporated in 2010, that is helping the province implement the province’s Living Water Smart and Green Communities initiatives. In this regard, PWSBC has approached the four Vancouver Island regions seeking their support for the initiative and for an application by the Comox Valley Regional District for a Gas Tax Fund Capacity-Building Grant to fund the educational activities under the initiative. All four regional districts have water-focused plans in place and are funding activities that are planned for 2012 and beyond. These activities can leverage a Gas Tax

grant to help PWSBC implement the CAVI educational program that will support all four regions learning and benefitting from the activities and experiences in all areas. The Comox Valley Regional District has agreed to make the application to the Gas Tax Fund on behalf of the partnership.

The proposed program includes a number of educational events in the four regional districts over the next two years. Program elements include courses and profile sessions on watershed blueprints, Water Balance Model training workshops, Learning Lunch Seminar Series events, a Guidebook update and information articles. The Partnership is anticipating making a grant application for \$300,000 (\$150,000 per year for 2012 and 2013) to assist with travel expenses for workshop and course presenters and program management and administration expenses.

Details of the request to RDN for support are included in the attached letter from the Partnership for Water Sustainability in BC (Appendix A). Similar requests have been made to the Comox Valley, Cowichan Valley and Capital Regional Districts. To date, the Comox Valley Regional Board has passed resolutions of support and the Capital and Cowichan Valley Regional Boards will be considering resolutions at their March meetings.

Convening for Action on Vancouver Island

CAVI is a partnership program under the Water Sustainability Action Plan for British Columbia. CAVI's activities bring together land use planners and regulators (local government), developers and builders, and those who provide legislative framework (the Province). CAVI's vision is that water sustainability will be achieved through implementation of green infrastructure policies, standards and practices. CAVI provides leadership, coordination and education for practitioners to plan and implement sustainable water management strategies in the context of increasing settlement activity.

Formally launched in 2006, CAVI's activities are guided by a team of individuals that represent government, private and academic sectors. The CAVI Leadership Team is comprised of representatives from the province, local governments on Vancouver Island, the Partnership for Water Sustainability in BC, the academic community and the consulting sector. The team meets periodically to organize and facilitate activities and initiatives on Vancouver Island that support CAVI goals.

One of CAVI's focal initiatives is its Learning Lunch Seminar Series, a program that brings various sector representatives together to share ideas about water sustainability initiatives and practices, and learn from example.

ALTERNATIVES

1. Endorse the inter-regional educational initiative as proposed by the Partnership for Water Sustainability in BC and provide a letter of support for an application by the Comox Valley Regional District for a Gas Tax Fund Capacity-Building Grant to fund the Inter-Regional Education Initiative.
2. Do not provide support for this educational initiative.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with supporting and participating in the initiative. The Partnership for Water Sustainability in BC is not seeking local government funding, rather support for the initiative and an interest in participating in some of the educational sessions that will be

developed. The Partnership, in association with the Comox Valley Regional District, is applying for Gas Tax funding to support the initiative and the educational activities.

INTER-DEPARTMENTAL IMPLICATIONS

The initiative and some of the educational sessions will be of interest and benefit to staff from Regional & Community Utilities and Development Services. Different one-half to one day workshops would be held in different regions. For example, a Water Balance Model Training Workshop is being considered for the Nanaimo region in May or June of 2012 and would attract staff from local government and the development community on Vancouver Island.

SUSTAINABILITY IMPLICATIONS

The conservation and protection of water and watersheds is a priority in the RDN and the proposed inter-regional education initiative provides another opportunity to assist local governments to better understand the relationships between watershed and stream and site development.

SUMMARY/CONCLUSIONS

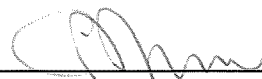
The Partnership for Water Sustainability in British Columbia has requested resolutions from the Capital, Cowichan Valley, Nanaimo and Comox Valley Regional District Boards endorsing (i) a rainwater management and water sustainability inter-regional educational initiative, and (ii) an application by the Comox Valley Regional District for a Gas Tax Funds Capacity-Building Grant to fund educational activities on Vancouver Island under the initiative. The Partnership is not seeking local government funding but rather support for the initiative and an interest in participating in some of the educational activities that will be developed. Water related activities that the four regions have in place and are planning to fund in 2012 and beyond can leverage a Gas Tax grant to help PWSBC implement the program. The program will be of interest and benefit to local governments and the development community on Vancouver Island. Staff are recommending that the RDN support the initiative and staff participation in some of the learning opportunities that will be developed.

RECOMMENDATIONS

1. That the Rainwater Management & Watershed Sustainability Inter-Regional Education Initiative as proposed by the Partnership for Water Sustainability in BC be endorsed.
2. That a letter of support be provided for an application by the Comox Valley Regional District for a Gas Tax Fund Capacity-Building Grant to fund the Inter-Regional Education Initiative.
3. That the Board continue to support staff participation in CAVI activities associated with water sustainability.



Report Writer



CAO Concurrance



the partnership
for water sustainability in bc

CAVI-Convening for Action on Vancouver Island

February 28, 2012 (sent by email)

Committee of the Whole
Regional District of Nanaimo

c/o: Carol Mason, Chief Administrative Officer

Re: **RAINWATER MANAGEMENT IN A WATERSHED SUSTAINABILITY CONTEXT**
Gas Tax Fund – Capacity Building Grant Application for the “Inter-Regional Education Initiative”

Vancouver Island is a hot-bed of progressive ideas and provincially significant initiatives. Regional districts are advancing watershed-based strategies and programs for integrating the site with the watershed and stream. An opportunity exists for inter-regional information sharing / transfer so that together everyone can go farther, more efficiently and effectively.

Under the umbrella of **CAVI-Convening for Action on Vancouver Island**, the Partnership for Water Sustainability in British Columbia (PWSBC) is aligning efforts with four regions on Vancouver Island to advance an *Inter-Regional Education Initiative*. The accompanying Briefing Document provides background. Of relevance:

- The Regional District of Nanaimo (RDN) has been a leader within the CAVI initiative since 2007, with John Finnie serving as CAVI Chair from 2007 through 2011. During this period, the RDN hosted the inaugural event in the *Vancouver Island Showcasing Green Infrastructure Innovation Series*; and more recently, hosted the *Worth Every Penny Workshop* in 2010.
- The Inter-Regional Education Initiative supports watershed-based initiatives in four regional districts, namely: Nanaimo Region, Comox Valley, Cowichan Valley and Capital Region.

THE REQUEST: The PWSBC-CAVI history of collaboration with the RDN provides context for this submission. We respectfully ask that the RDN Board:

1. Endorse the “Inter-Regional Education Initiative” because everyone benefits from collaboration.
2. Support the application by the Comox Valley Regional District for a “Gas Tax Fund Capacity-Building Grant” to fund the “Inter-Regional Education Initiative”.

The table below summarizes the timeline for securing all four endorsements. This table also identifies an educational event that each region will be hosting in the first half of 2012.

TIME-LINE FOR REGIONAL DISTRICT ENDORSEMENTS OF THE INTER-REGIONAL EDUCATION INITIATIVE				
	FEBRUARY	MARCH	APRIL	MAY / JUNE
Comox Valley	Present to C'tee of the Whole Take to Board	<i>Conduct Workshop #1 in 2012 Seminar Series</i>	<i>Conduct Workshop #2 in 2012 Series</i>	<i>Unveil regional approach at “2012 Series Rollout Workshop”</i>
Cowichan Valley		Present to Reg. Services C'tee <i>Host “Water Balance Model Forum” on Mar 28</i>	Take to Board	
Nanaimo Region		Present to COW Take to Board		<i>Host “Water Balance Model Training Workshop”</i>
Capital Region	Prepare Staff Report	Present to Environment & Sustainability Committee	Take to Board	<i>Host “Course on How to Develop a Watershed Blueprint”</i>

An initiative under the umbrella of the Water Sustainability Action Plan for British Columbia

Partnership Mailing Address: 151 - 32500 South Fraser Way, Suite #126, Abbotsford, BC, V2T 4W1

CONTEXT FOR REQUEST: The education initiative provides a pathway to inter-regional collaboration. Recognizing that each region has already established its 'vision and goals' through a community consultation process, our emphasis is on the "what would it look like" details of **implementation and integration**. Our approach in bringing together four regions is shaped by these considerations:

1. All four regional districts have over-arching plans in place.
2. All four have funded activities that they are planning to do in 2012 and beyond.
3. Those activities can leverage a Gas Tax grant to help PWSBC implement the CAVI program.
4. PWSBC-CAVI is asking the partner regional districts for initiative endorsement, not money.
5. While the four regions are linked by common interests, they are not dependent on each other.
6. Collaboration, alignment and consistency will create opportunities for everyone to be more effective.
7. CAVI educational program will align with regional priorities and workloads, not add to workloads.
8. The inter-regional program will link activities so that everyone can share experiences, benefit from lessons learned, and align efforts with the Living Water Smart and Green Communities initiatives.

The total investment by local governments in watershed-based initiatives will be substantial. The final tally may well be in the range \$2½ million to \$3 million. This should allow PWSBC-CAVI to trigger a grant that equal to approximately 10% of this amount.

The RDN will benefit because it will have access to tools and experience such as the *Water Balance Model* and the *Course on How to Develop a Watershed Blueprint*, respectively. This access will help the RDN be efficient and effective in moving forward with implementation of the *Drinking Water & Watershed Protection Plan*.

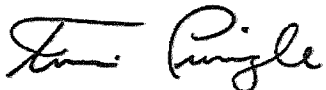
GAS TAX SOURCE OF FUNDING: To be submitted in May, the application would be under the "Capacity Building / Integrated Community Sustainability Planning" category of the General Strategic Priorities Fund. To be successful, an application must demonstrate that the initiative:

- is consistent with four elements: *long term thinking, broad in scope, integration and collaboration*;
- supports a regional approach that is built around partnerships; and
- is replicable and/or transferable provincially.

The Inter-Regional Education Initiative meets these evaluation criteria.

CLOSING REMARKS: We look forward to a Resolution by the RDN Board that endorses the *Inter-Regional Education Initiative* and supports the grant application by the Comox Valley for a "Capacity-Building Grant".

On behalf of
Partnership for Water Sustainability in BC



Tim Pringle
President
pringle@watersustainabilitybc.ca



Kim A Stephens, M.Eng., P.Eng.,
Executive Director
kstephens@watersustainabilitybc.ca



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	✓
MAR 05 2012	
RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: February 10, 2012

FROM: Jeff Ainge
Zero Waste Coordinator

FILE: 5370-00

SUBJECT: **Bylaw 1591.02 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw**

PURPOSE

To introduce a bylaw to amend “Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010” to reflect the user fees in the 2012 – 2016 financial plan.

BACKGROUND

The Regional District’s residential garbage and recycling collection program is a compulsory service set up under Local Service Establishment Bylaw No. 793 and applies to the entire region with the exception of the City of Nanaimo. The program is funded entirely by user fees.

Attached to this report is the associated bylaw amendment to reflect the user fees applied in the 2012 financial plan.

ALTERNATIVES

1. Adopt “Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.02”.
2. Do not amend the bylaw and amend the 2012 financial plan accordingly.

FINANCIAL IMPLICATIONS

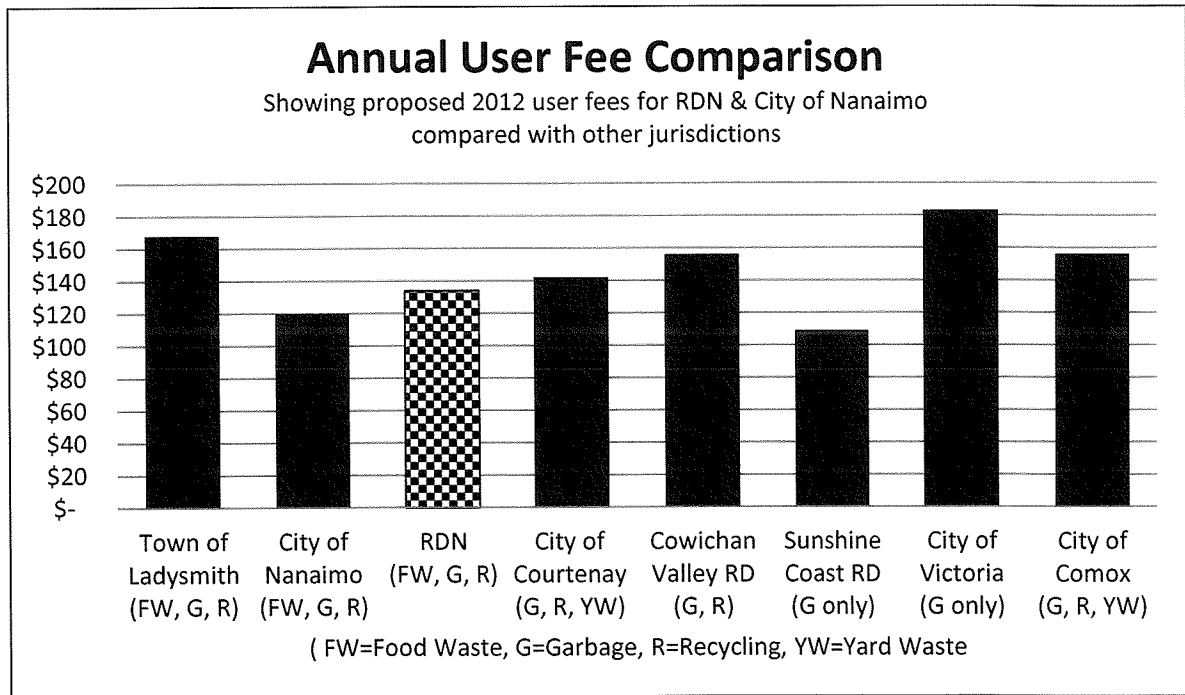
The 2012 user rates in the attached bylaw amendment were first proposed in March 2011. At that time user fees were proposed for the 2011-2015 period and approved by the Board. Staff confirm the rates from those previously proposed for 2012 will be adequate and meet budget expectations.

As per the approved financial plan, the 2012 rates increase by 7%. The annual user fee for weekly food waste collection and bi-weekly garbage and recycling will increase from \$125.00 to \$134.00 (discounted prompt payment rates shown). The user fee for the service provided to the Town of Qualicum Beach (weekly food waste collection and bi-weekly recycling collection – not garbage) will increase from \$87.65 to \$94.00. Over 90% of customers take advantage of the prompt payment rate which applies a 10% discount if paid by the due date.

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%). The proposed user fee includes an increase in the contracted collection rates to reflect Consumer Price Index increases over the past year. An allocation for increased public education and outreach resources is included in the fees. The fees also take into account an increase in landfill tipping fees from \$110 per tonne in 2011 to \$115 per tonne in 2012. Tipping and transfer fees of \$95 per tonne for residential food waste are also factored into the user fee.

Table 1 shows fees from a number of local jurisdictions. The Regional District’s proposed 2012 user rate compares very favourably to nearby municipal programs of similar nature.

Table 1: Annual User Fee Comparison



SUSTAINABILITY IMPLICATIONS

The user fees for the solid waste and recycling collection service reflect the costs associated with the contracted collection, disposal, program administration, and education and communications. The curbside program contributes to the region’s sustainability goals by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing GHG emissions.

As a result of the implementation of food waste collection in 2010, the 27,000 households served by the Regional District’s collection program have succeeded in reducing their household garbage weights by half. This performance is mirrored by the City of Nanaimo collection program.

In addition to the materials collected at the curb, if the amount of household yard and garden waste delivered to RDN facilities is included in the diversion calculations, almost 70% of household waste is now being diverted.

The residential waste sector makes up 25% of the total waste generated in the district; the commercial, industrial, and multi-family sectors account for the bulk of waste generation. The diversion achieved by residents through the curbside programs contributes to the region-wide multi-sector total diversion rate, which is currently 70% of all generated waste. This is closing in on the Solid Waste Management Plan goal of 75% diversion.

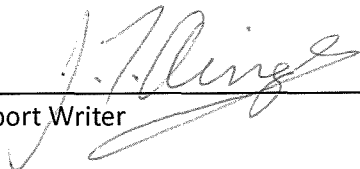
SUMMARY

The Solid Waste and Recycling Collection Service is funded entirely by user fees. The 2012 user fee increases by 7% for those residents receiving food waste, garbage and recycling collection service. The increase covers contracted collection service fee increases, and increased tipping fees at disposal facilities.

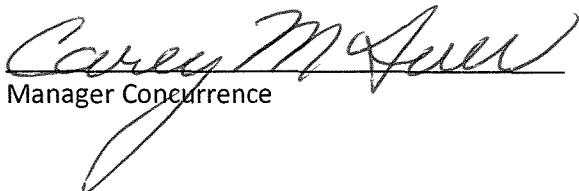
Staff recommends that the Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 be amended to reflect the user fees in the 2012 financial plan.

RECOMMENDATIONS


1. That "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.02, 2012" be introduced and read three times.
2. That "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.02, 2012" be adopted.



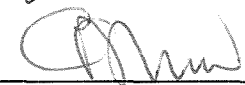
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.02

**A BYLAW TO AMEND THE SOLID WASTE AND RECYCLING
COLLECTION SERVICE RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989";

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates;

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

1. Amendments

"Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" is amended as follows:

- (a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.02, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591.02, 2012".

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

BYLAW NO. 1591.02

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate (rates rounded for convenience)	Payment after Due Date	Other Charges
Electoral Areas ⁽¹⁾	\$134.00	\$148.89	
City of Parksville ⁽¹⁾	\$134.00	\$148.89	
District of Lantzville ⁽¹⁾	\$134.00	\$148.89	
Town of Qualicum Beach ⁽²⁾	\$94.00	\$104.45	
Recycling Only ⁽³⁾	\$43.55	\$48.39	
Tags for set out of additional Garbage Containers – (excluding Town of Qualicum Beach)	-	-	\$2.00 per garbage container

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits =

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach =

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited Recyclable Materials only per collection period.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD WEDNESDAY, FEBRUARY 15, 2012
AT CEDAR HERITAGE CENTRE, 7:00PM**

Attendance: Alec McPherson, RDN Director, Chair
Eike Jordan
Angela Vincent-Lewis
Jim Fiddick
Chris Pagan
Carolyn Mead
Kerri-Lynne Wilson
Shannon Wilson
Bernard White

Staff: Dean Banman, Manager of Recreation Services
David Palidwor, Acting Manager of Park Services
Sandra Pearson, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Marilynn Newsted, Recording Secretary

CALL TO ORDER

Chair McPherson called the meeting to order at 7:07pm.

Chair McPherson introduced himself and welcomed the new Commissioners. Chair McPherson noted, as he will also be covering the Regional Board Area 'A' appointee position to the City of Nanaimo Parks, Recreation and Culture Commission, an additional Commissioner was added to the Commission, increasing the number of commissioners to eight in addition to the Regional District appointee.

Mr. Banman briefly reviewed the content of the Electoral Area 'A' Parks, Recreation and Culture Commission orientation binder for the Commission.

ELECTION OF OFFICERS

Chair McPherson called for nominations for the position of Deputy Chair.

MOVED Commissioner K. Wilson, SECONDED Commissioner Fiddick, that Commissioner S. Wilson be nominated for the position of Deputy Chair.

CARRIED

As no other nominations were received, Chair McPherson declared Commissioner S. Wilson as Deputy Chair.

MINUTES

MOVED Commissioner Mead, SECONDED Commissioner K. Wilson, that the Minutes of the regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 16, 2011, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner S. Wilson, SECONDED Vincent-Lewis, that the following Correspondence be received:

- E. McCulloch, RDN to J. White, Re: Lake Access Traffic and Safety.
- J. White, Re: Design Ritten Road Access.
- L. Andres, Ministry of Community, Sport and Cultural Development, Re: Community Recreation Program 2011 Application.
- McPherson and S. Pearson, RDN, to M. Newton, Re: Commission Appointment Recognition.

CARRIED

REPORTS

PARKS

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch briefly reviewed the Community Parks and Regional Parks and Trails projects from November 2011 to January 2012.

Commissioner White joined the meeting at 7:25pm.

Five Year Project Plan 2012 – 2015 and Detailed Project Plan 2012

Ms. McCulloch reviewed the Five Year Project Plan and Detailed Project Plan, stating they both are working documents and as the year proceeds adjustments may be made to the time lines.

Noting the Quennell Lake boat launch project, Ms. McCulloch stated a site visit would be arranged for the Commission to view the project site once the initial design work has been completed.

MOVED Commissioner S. Wilson, SECONDED K. Wilson, that the Reports be received.

CARRIED

RECREATION AND CULTURE

Monthly Update Recreation and Culture Services

Ms. Pearson presented a brief overview of the Recreation and Culture Services projects from November 2011 through to January 2012.

Ms. Pearson noted the Winter 2012 edition of the Electoral Area 'A' Community Calendar, containing Electoral Area 'A' recreation program opportunities, community school programs, as well as community information. She reviewed the content and the distribution process for the publication. Ms. Pearson requested Commissioner's provide any suggestions they may have regarding the issue content and distribution.

Ms. Pearson noted Ms. Stuart's temporary posting as Recreation Programmer will be ending on March 12, with the return of Ms. Valade from her maternity leave.

Commissioners suggested the distribution of the Community Calendar may have conflicted with the distribution of the City of Nanaimo's Parks, Recreation and Culture program calendar. A suggestion of a notice on the display board at the ball field and/or at Friesen's Hardware one week in advance may help to alert the community of the upcoming delivery of the calendar in mail boxes.

Mr. Banman provided information on the Cedar Heritage Centre's recent energy audit. He noted the current lease states the Cedar Heritage Centre is responsible for the day to day operation of the facility, however, any capital projects are to be overseen and managed by the Regional District.

Mr. Banman reported the recommendations from the energy audit included upgrades to the lighting, windows, the HVAC systems and a tightening up of building exterior. Tenders have been issued and are presently under review for the replacement of the lighting fixtures, windows, ceiling repair and other minor energy efficiency improvements. Work is expected to proceed in the late spring or summer, with consideration for as little disruption to the facility operations as possible. A further review audit regarding the HVAC system will occur. The RDN is planning to repair the roof this year as well.

MOVED Commissioner S. Wilson, SECONDED Commissioner Vincent-Lewis, that the Reports be received.

CARRIED

Commission Appointments to Grant-In-Aid Sub Committee

Chair McPherson called for three volunteers to sit on the Grant-In-Aid Sub Committee.

Commissioners Pagan, Vincent-Lewis and S. Wilson volunteered to sit on the Grant-In-Aid Sub Committee.

Commission Appointments to Fees and Charges Sub Committee

Chair McPherson called for three volunteers to sit on the Fees and Charges Sub Committee.

Commissioners Jordon, S. Wilson and Mead volunteered to sit on the Fees and Charges Sub Committee.

BCRPA Symposium 2012

Commissioner Jordon volunteered to attend the BCRPA Symposium to be held May 9 to 11, in Victoria.

Commissioner S. Wilson stated she will also be attending the Symposium as part of her position as Community School Coordinator.

Recreation and Culture 2012 Priorities Schedule

Mr. Banman briefly reviewed the 2012 Priorities Schedule. He pointed out the notes from the November Commission planning sessions were included in the orientation binders for reference.

Commissioner White inquired if the notation to explore a mapping process under the heading *mapping process*, could include a possible link to Google for an online information site for community contacts and facilities available to the public in Electoral Area 'A'.

Ms. Pearson stated she will investigate if a link with Google is possible and report back at the next meeting.

MOVED Commissioner K. Wilson, SECONDED Commissioner White, that the Recreation and Culture 2012 Priorities Schedule be received.

CARRIED

COMMITTEE ROUND TABLE

Commissioner K. Wilson reported she had informed the equestrian community about complaints regarding horse manure on the Morden Colliery Trail and was pleased to report the manure had been removed from the trail.

Commissioner Jordan passed along information regarding the procedure followed in Germany for multi-use trails, which includes the purchase for a \$50 license for each horse, with the funds going towards trail maintenance.

Commissioner Vincent-Lewis requested maps of the Trans Canada Trail be provided at the next meeting.

Chair McPherson reported he had attended the Friends of Morden Mines event at which Ms. Michel, RDN Parks and Trails Coordinator, provided a well informed, excellent presentation on the Trans Canada Trail project.

Commissioner Fiddick suggested the Cedar Community Hall is not being used to the extent it could be. He stated it is a large facility and it is cold in the winter months. It could be used for badminton, floor hockey etc. which are very active rather than for less active programs such as yoga. Other programming suggestions for the facility were carpet bowling, kurling (indoor curling), pickle ball etc.

Ms. Pearson spoke on behalf of Mr. Porteous, as he was not able to attend the meeting. He had requested she pass along that he had enjoyed working with the Commission over the last few years very much and wanted to pass along his thank you to the members.

Mr. Banman noted Ms. Newsted would also be leaving, as she will be retiring in early April.

ADJOURNMENT

MOVED Commissioner S. Wilson, SECONDED Commissioner Vincent-Lewis, that the meeting be adjourned at 8:45pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, FEBRUARY 16, 2012
AT OCEANSIDE PLACE, 2:00PM**

Attendance: Bill Veenhof, Director, RDN Board
Reg Nosworthy, Electoral Area 'F'
Richard Leontowich, Electoral Area 'H'
Peter Morrison, Councillor, City of Parksville
Ross Milligan, School District #69
Scott Tanner, Councillor, Town of Qualicum Beach

Staff: Tom Osborne, General Manager of Recreation Services
Dean Banman, Manager of Recreation Services
Sandra Pearson, Superintendent of Recreation Program Services
Marilynn Newsted, Recording Secretary

Regrets: Gordon Wiebe, Electoral Area 'E'

CALL TO ORDER

Mr. Banman called the meeting to order at 2:01pm.

Mr. Banman welcomed and introduced the Commission and staff.

For the convenience of the Delegation present, the review of the orientation binder was moved forward in the meeting.

ELECTION OF OFFICERS

Mr. Banman called for nominations for the position of Chair.

MOVED Commissioner Tanner, SECONDED Commissioner Veenhof, that Commissioner Nosworthy be nominated for the position of Chair.

CARRIED

As no other nominations were received, Mr. Banman declared Commissioner Nosworthy as Chair.

Mr. Banman called for nominations for the position of Deputy Chair.

MOVED Commissioner Nosworthy, SECONDED Commissioner Milligan, that Commissioner Tanner be nominated for the position of Deputy Chair.

CARRIED

As no other nominations were received, Mr. Banman declared Commissioner Tanner as Deputy Chair.

Mr. Banman passed the Chair to Commissioner Nosworthy.

DELEGATIONS

MOVED Commissioner Veenhof, SECONDED Commissioner Tanner, that the Late Delegation Qualicum Beach Parks and Recreation Commission Waterfront Celebration Committee, be received.

CARRIED

Mr. Tom Russell and Mr. Peter Drummond, Town of Qualicum Beach's Waterfront Celebration Committee, made a brief presentation on the Town's Parks and Recreation Commission's proposal to initiate a Qualicum Beach, *Beach Day 2012*, to take place on the waterfront in the summer. The day long event is planned to include a pancake breakfast, activities on the beach during low tide and to close with a salmon barbeque. Mr. Russell stated as the event is just in the early planning stages, he did not have definite plans to share, with the function of their presentation to the Commission as an information session only regarding their plan to initiate a new summer event.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Milligan, that the Minutes of the regular District 69 Recreation Commission meeting held November 17, 2011, be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Milligan, SECONDED Commissioner Veenhof, that the following Correspondence be received:

- M. Procter, Re: Enjoyed Term as Commissioner.
- T. Osborne, RDN, to Town of Qualicum Beach, Re: Proposed Field House – Qualicum Beach Community Park.
- K. Doerksen, Oceanside Tourism Association, Re: Thank You Grant Support.
- C. Van Herwaarden, Oceanside Minor Hockey Association, Re: Thank You November Bantam/Midget Hockey Tournament Support.
- B. Hannam, School District 69 (Qualicum), Re: Appointment of Trustee Representatives.
- C. Burger, City of Parksville, Re: Proclamation Youth Week.

CARRIED

FUNCTION REPORTS

Oceanside Place Report

Mr. Banman briefly reviewed the Oceanside Place report for November 2011 through to January 2012.

Mr. Banman stated the staff who were directly involved in the two critical events which required the use of the AED unit at Oceanside Place in September and December of 2011, will be recognized by both the Canadian Red Cross and the BC Ambulance Service. On Tuesday, February 28, 2012, the staff directly involved will be presented the BC Ambulance Service Vital Link Award at 2:00pm, at Oceanside Place in Parksville, by BC Ambulance Services representatives. On the same day, at the Regional District of Nanaimo Board Room during their regular meeting at 7:00pm, Canadian Red Cross representatives will present the Oceanside Place staff the Red Cross Rescuer Award. Mr. Banman stated the Commissioners were welcome to attend each of the events.

Mr. Banman stated Mr. John Marcellus was awarded the position of Superintendent of Arena Services which became vacant with the retirement of Mr. Dan Porteous at the end of February. Mr. Marcellus's previous position as Chief Facilities Operator has been posted and should be filled soon.

Northern Community Recreation Services and Ravensong Aquatic Centre

Ms. Pearson presented a brief summary of the Northern Community Recreation Services and Ravensong Aquatic Centre projects from November 2011 to January 2012.

Community Parks and Regional Parks and Trails Projects

Mr. Osborne briefly reviewed the Community Parks and Regional Parks and Trails Projects for November 2011 through to January 2012.

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof, that the Reports be received.

CARRIED

Commission Appointments District 69 Fees and Charges Sub-Committee

Chair Nosworthy called for three volunteers for the District 69 Fees and Charges Sub-Committee.

Commissioners Morrison, Leontowich and Nosworthy volunteered to sit on the District 69 Fees and Charges Sub-Committee.

Commission Appointments District 69 Grant-In-Aid Sub-Committee

Chair Nosworthy called for three volunteers for the District 69 Grant-In-Aid Sub Committee.

Commissioners Tanner, Veenhof and Milligan volunteered to sit on the District 69 Fees and Charges Sub-Committee.

BCRPA Symposium

Chair Nosworthy called for two volunteers to attend the BCRPA Symposium to be held May 9 to 11 in Victoria.

Commissioner Morrison volunteered to attend the Symposium and Commissioner Veenhof tentatively volunteered to attend, stating he would confirm his attendance after the meeting.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

The Commission discussed the Waterfront Celebration Committee's presentation and requested staff clarify the request made by the delegation of the Commission.

MOVED Commissioner Tanner, SECONDED Commissioner Veenhof, that staff be directed to contact the Town of Qualicum Beach Parks and Recreation Commission Waterfront Celebration Committee to clarify their request of the District 69 Recreation Commission with regard to their *Beach Day 2012* and report back to the Commission at the next meeting.

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Leontowich reported the second annual Bluegrass Festival will be held June 29 to July 1 in Qualicum Bay.

ADJOURNMENT

MOVED Commissioner Milligan that the meeting be adjourned at 3:30pm.

CARRIED

Reg Nosworthy, Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EMERGENCY MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 21, 2012 AT 12:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

Director M. Young	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H

Regrets:

Director G. Holme	Electoral Area E
Director J. Stanhope	Electoral Area G
Director B. Dempsey	District of Lantzville

Also in Attendance:

C. Mason	Chief Administrative Officer
P. Thorkelsson	General Manager, Development Services
T. Armet	Manager - Building, Bylaw and Emergency Planning Services
J. Drew	Emergency Coordinator

CALL TO ORDER

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

MINUTES

MOVED Director Houle, SECONDED Director Fell, that the Minutes of the Emergency Management Select Committee held on September 22, 2011 be adopted.

CARRIED

UNFINISHED BUSINESS

Letter to the Ministry of Transportation and Infrastructure requesting information on their process for undertaking seismic upgrades of highways and infrastructure within the Regional District of Nanaimo is still under review with more information to be provided at next meeting.

REPORTS

Power Point presentation regarding Emergency Program Update

MOVED Director Veenhof, SECONDED Director Houle that the verbal update be received for information.

CARRIED

ADJOURNMENT

MOVED Director McPherson, SECONDED Director Fell, that this meeting be adjourned.

CARRIED

TIME: 1:40 p.m.

CHAIRPERSON

NANAIMO REGIONAL HOSPITAL DISTRICT

**MINUTES OF THE REGIONAL HOSPITAL DISTRICT SELECT COMMITTEE
MEETING HELD ON WEDNESDAY FEBRUARY 22, 2012 AT 2:05 PM
IN THE RDN COMMITTEE ROOM**

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

Also in Attendance:

C. Mason	Chief Administrative Officer
N. Avery	General Manager, Finance & Information Services
W. Idema	Manager, Financial Reporting

Regrets:

Director M. Lefebvre	City of Parksville
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CALL TO ORDER

The Chairperson called the meeting to order at 2:05 pm.

MINUTES

MOVED Director Stanhope, SECONDED Director Johnstone, that the minutes of the Regional Hospital District Select Committee meeting held September 6, 2011 be adopted.

CARRIED

PRESENTATION

Chris Sullivan, Director Capital Planning presented a summary of the recent update to the master plan for the Nanaimo Regional General Hospital site. At this time the energy plant is ranked the third highest priority for the Health Authority. Mr. Sullivan expected to be able to provide an update on the estimated construction costs for this project later in the fall.

MOVED Director Stanhope, SECONDED Director Johnstone that the presentation be received.

CARRIED

REPORTS**Regional Hospital District 2012 Annual Budget Bylaw No. 153.**

MOVED Director Stanhope, SECONDED Director Johnstone, that the 2012 Regional Hospital District annual budget be approved with the following components:

Property tax requisition	\$	6,549,255
Capital grant allowance	\$	2,143,745
Major capital project funding (Emergency Department)-from annual grant	\$	1,200,000
Major capital project funding(Emergency Department)-additional from surplus	\$	300,000

CARRIED

MOVED Director Stanhope, SECONDED Director Johnstone, that "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Johnstone, that "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012" be adopted.

CARRIED

Request for Approval of 2012/2013 Capital Equipment and Minor Capital Project Lists.

MOVED Director Willie, SECONDED Director Stanhope, that the 2012/2013 list of capital equipment purchases with Regional Hospital District cost sharing in the amount of \$941,725 be approved.

CARRIED

MOVED Director Willie, SECONDED Director Stanhope, that the 2012/2013 list of capital improvement projects with Regional Hospital District cost sharing in the amount of \$1,202,500 be approved.

CARRIED

MOVED Director Willie, SECONDED Director Stanhope, that cost sharing for 2013/14 for capital improvement projects shown on the 2012/2013 list in the amount of \$1,083,397 be approved.

CARRIED

Approval to Use Unexpended Funds for Capital Improvement Projects.

MOVED Director Stanhope, SECONDED Director McPherson, that the Vancouver Island Health Authority be authorized to submit a list of capital purchases/projects to use \$565,000 of unexpended 2006 and 2009 approved capital grants.

CARRIED

MOVED Director Stanhope, SECONDED Director McPherson, that the remaining unexpended funds in the amount of \$565,000 be applied to the Regional Hospital District's share of funding for the Emergency Department redevelopment project.

CARRIED

Bylaw No. 154 – to authorize borrowing for the Oceanside Health Center.

MOVED Director Stanhope, SECONDED Director Johnstone, that correspondence be forwarded to the Vancouver Island Health Authority confirming the Nanaimo Regional Hospital District's commitment to the Oceanside Health Centre at 40% of a total budget of \$15.79 million.

CARRIED

MOVED Director Stanhope, SECONDED Director Johnstone, that "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Johnstone, that "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012" be adopted.

CARRIED

NEW BUSINESS

The committee discussed preparing a Hospital District focused newsletter that would explain the Hospital District's role in capital financing, the 2012 annual budget and the funding provided to capital projects over 2012/2013. Staff will prepare a draft newsletter and bring it back to the committee for review after the overall 2012 budget process is completed.

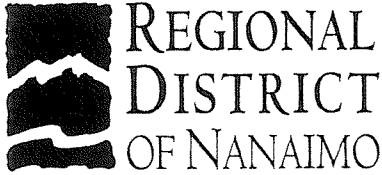
ADJOURNMENT

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

CARRIED

TIME: 3:30 PM

CHAIRPERSON



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
FEB 14 2012 REGIONAL HOSPITAL DISTRICT	
RHD	<input checked="" type="checkbox"/>
BOARD	

**MEMORANDUM
REGIONAL HOSPITAL DISTRICT
SELECT COMMITTEE**

TO: C. Mason
Chief Administrative Officer

DATE: February 13, 2012

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

FILE:

SUBJECT: Regional Hospital District 2012 Annual Budget Bylaw No. 153

PURPOSE:

To introduce a bylaw to adopt the 2012 annual budget for the Regional Hospital District.

BACKGROUND:

The Regional Hospital District provisional budget was approved in November 2011 with the following elements:

Property tax requisition	\$ 6,549,255
Capital grant allowance	\$ 2,143,745
Major capital project funding (Emergency Department)-from annual grant	\$ 1,200,000
Major capital project funding(Emergency Department)-additional from surplus	\$ 500,000

The additional major capital project funding was the result of receiving one time surplus debt sinking funds from the Municipal Finance Authority on debt which was retired in 2011. Final year end results for the Regional Hospital District indicate that \$300,000 could be applied to this major project while maintaining the assumption that tax increases in future years will be 4% annually.

ALTERNATIVES:

1. Introduce and approve Bylaw No. 153 as presented.
2. Make further changes to the annual budget and approve an amended bylaw.

FINANCIAL IMPLICATIONS:

Alternative 1

Appendix 'A' attached to this report indicates the expected annual budgets for the Hospital District over the next five years. The two major components of the budget are debt servicing of the Regional Hospital District's share of major capital projects and annual allowances provided to VIHA for minor capital equipment and smaller dollar value capital improvement projects. In 2011 and 2012 the annual funding grants provided to VIHA were reduced by \$1.2 million – those funds were used to reduce the long term

borrowing requirement arising from the Emergency Department project. The 2013 and subsequent years' columns show the annual grant at its recent historical value of approximately \$3.4 million with an assumption that the grant is adjusted approximately 3% per year thereafter. The only significant change to the provisional budget estimate is reducing the use of surplus funds from \$500,000 to \$300,000 as a result of more precision in the estimated timing of debt payments from the Oceanside Health Centre and future projects.

There is a projected surplus at the end of 2012 of \$2.3 million. This amount is the result of accumulating funds in advance through regular tax increases in anticipation of major project debt financing which has not occurred as quickly as assumed. The schedule shows that over the next five years this surplus will be absorbed by increasing amounts of debt financing for the Emergency Room, Oceanside Health Centre and other lesser valued capital projects identified on VIHA's future capital plans.

SUMMARY/CONCLUSIONS:

The 2012 Regional Hospital District annual budget raises \$6.5 million in property tax revenues – an increase of 2% over 2011. The only change to the provisional budget estimate is a reduction in the amount of surplus to be applied to the Emergency Department project. The provisional amount is reduced from \$500,000 to \$300,000.

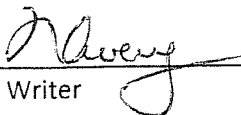
The 2012 budget provides \$2.1 million dollars as direct capital grants to assist the Vancouver Island Health Authority to replace minor capital equipment and/or to undertake minor improvement projects. Staff recommends approving Bylaw No. 153 as presented.

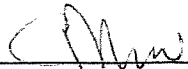
RECOMMENDATIONS:

1. That the 2012 Regional Hospital District annual budget be approved with the following components:

Property tax requisition	\$ 6,549,255
Capital grant allowance	\$ 2,143,745
Major capital project funding (Emergency Department)-from annual grant	\$ 1,200,000
Major capital project funding(Emergency Department)-additional from surplus	\$ 300,000

2. That "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012" be introduced and read three times.
3. That "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012" be adopted.


Report Writer


Chief Administrative Officer

**NANAIMO REGIONAL HOSPITAL DISTRICT
BUDGET PROJECTIONS 2012 TO 2016**

	2011	2011	2012	2013	2014	2015	2016
		Actuals	Proposed	4.0%	4.0%	4.0%	3.0%
Revenues							
Property taxes	6,420,840	6,420,840	6,549,255	6,811,225	7,083,677	7,367,021	7,588,032
Grants in lieu	26,000	31,780	26,000	26,000	26,000	26,000	26,000
Interest income	32,155	76,275	35,000	35,000	35,000	35,000	35,000
Other revenue		1,025,080					
Prior year surplus applied	2,196,325	2,196,305	2,211,080	2,263,490	1,646,214	992,165	472,487
	8,675,320	9,750,280	8,821,335	9,135,715	8,790,888	8,420,186	8,121,518
Expenditures							
Administration	20,500	20,710	22,640	22,601	23,731	24,918	26,164
Debt payments	2,948,965	2,803,520	2,558,150	3,550,528	4,038,174	4,176,574	4,328,236
Debt issue expense/temp financing	316,355	68,615	333,310	472,314	189,437	92,406	1,840
Annual capital grants (see below)	2,046,355	2,046,355	2,143,745	3,444,058	3,547,380	3,653,801	3,763,415
Annual capital grant applied to major project	1,200,000	1,200,000	1,200,000				
Surplus applied to capital projects	1,400,000	1,400,000	300,000				
	7,932,175	7,539,200	6,557,845	7,489,502	7,798,723	7,947,699	8,119,655
Surplus for future years'							
	743,145	2,211,080	2,263,490	1,646,214	992,165	472,487	1,864
Original projected annual capital grants	3,246,355		3,343,746	3,444,058			
Allocated to Emergency Department project	(1,200,000)		(1,200,000)				
Net available	2,046,355		2,143,746				

NANAIMO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 153

**A BYLAW TO ADOPT A
BUDGET FOR THE YEAR 2012**

WHEREAS the Board of the Nanaimo Regional Hospital District has considered a budget for the fiscal year ending December 31, 2012;

AND WHEREAS the Board is in agreement with the budget which has been considered;

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

1. This bylaw may be cited as the "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012".
2. Schedule 'A' attached hereto and forming part of this bylaw is the Annual Budget for the Nanaimo Regional Hospital District for the year ending December 31, 2012.

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

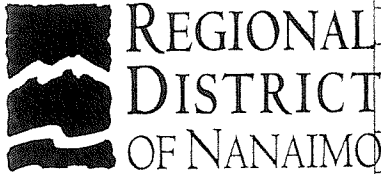
Schedule 'A' to accompany "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No.153, 2012".

Chairperson

Sr. Mgr. Corporate Administration

SCHEDULE 'A'
NANAIMO REGIONAL HOSPITAL DISTRICT
2012 ANNUAL BUDGET

Property taxes	\$6,549,255
Grants in lieu	26,000
Interest income	35,000
Prior year surplus	<u>2,211,080</u>
Total Revenues	<u>\$8,821,335</u>
Administration	\$ 22,640
Debt servicing	2,558,150
Debt issuing expense	333,310
Capital grants	2,143,745
Major capital projects	<u>1,500,000</u>
Total expenditures	<u>\$6,557,845</u>
Net surplus for future year	<u>\$2,263,490</u>



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
FEB 14 2012	
RHD	✓
BOARD	

**MEMORANDUM
REGIONAL HOSPITAL DISTRICT
SELECT COMMITTEE**

TO: C. Mason
Chief Administrative Officer

DATE: February 13, 2012

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

SUBJECT: Request for approval of 2012/2013 capital equipment and minor capital project lists

PURPOSE:

To present for approval the Vancouver Island Health Authority's (VIHA) 2012/2013 capital equipment and minor improvement project lists.

BACKGROUND:

Each year the Regional Hospital District provides approximately \$3.5 million dollars to assist the Vancouver Island Health Authority purchase minor capital equipment items and to undertake smaller capital projects. In 2012 the annual funding envelope will be \$2,143,745. The difference of \$1.2 million has been allocated to the costs of the Emergency Department redevelopment project.

The first piece of correspondence covers minor capital equipment. VIHA expects to spend \$2,781,691 in 2012/13 and is requesting cost sharing from the Regional Hospital District at 34% (some items are not cost shared) in the amount of \$941,245. Staff do not comment on the selections made by VIHA except to identify equipment or projects at facilities which are not funded by the Regional Hospital District and which occasionally get added to the list in error. Staff have reviewed the list and do not observe anything which is not appropriate for funding.

The second piece of correspondence covers minor capital improvement projects. VIHA expects to spend \$3,101,251 in 2012/13 and is requesting cost sharing from the Regional Hospital District at 45% in the amount of \$1,202,500. Combined with the capital equipment list the total requested for 2012/13 is \$2,143,745 which matches the 2012 funding envelope.

Several of the capital improvement projects will be completed over the next two years based on VIHA's expected cash flow position. It would be appropriate to approve the Regional Hospital District's share of the future project funding at this time. This will allow staff to track these approvals against future years' annual funding envelopes and advise VIHA what is available after deducting these items. The approval for 2013/14 capital improvement projects would be \$1,083,397.

ALTERNATIVES:

1. Approve the requests as presented.
2. Provide alternative direction.

FINANCIAL IMPLICATIONS:

Alternative 1

The Vancouver Island Health Authority has submitted capital equipment and project lists which match the funding envelope provided in the 2012 annual budget. All of the items appear appropriate and staff recommend approving the lists as provided.

The capital improvement projects lists shows several projects which will be undertaken over 2012 to 2014 based on VIHA's anticipated cash flow position. These items will be brought forward in those years and be deducted from the annual capital funding envelope, with VIHA submitting lists for the remainder.

While the budget covering 2013/14 will not be finalized until March 2013 it is assumed that the annual funding envelope will be more or less as currently projected – that is, it will be in the range of \$3.5 million. This would result in \$1,083,397 being approved in advance for 2013/2014 for minor capital improvement projects.

SUMMARY/CONCLUSIONS:

The 2012 budget includes a capital funding envelope of \$2,143,745 for minor capital equipment and capital improvement projects. The Vancouver Island Health Authority has submitted two lists indicating how it wishes to use those funds. The amounts requested match the funding envelope for 2012/13 and staff recommends approving the lists as presented.


Additionally staff recommend a resolution authorizing the funding for several capital improvement projects which will be completed between 2012 to 2014. The 2013/2014 project value is \$1,083,397. This amount will be deducted from the funding envelope approval in 2013 and VIHA will submit lists for the remainder for approval at that time.

RECOMMENDATIONS:

1. That the 2012/2013 list of capital equipment purchases with Regional Hospital District cost sharing in the amount of \$941,725 be approved.
2. That the 2012/2013 list of capital improvement projects with Regional Hospital District cost sharing in the amount of \$1,202,500 be approved.
3. That cost sharing for 2013/14 for capital improvement projects shown on the 2012/2013 list in the amount of \$1,083,397 be approved.



Report Writer



CAO Concurrence



Our Vision: Healthy People, Healthy Island Communities, Seamless Service

February 13, 2012

Ref: 13034

Nanaimo Regional Hospital District (NRHD)
Attn: Nancy Avery, General Manager, Finance and Information Services
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Ms. Avery:

Re: 2012/13 Equipment

I am writing to advise you of the Vancouver Island Health Authority (VIHA) 2012/13 equipment purchases for which NRHD funding is requested.

I understand the NRHD has provisionally approved a 2012 allocation of \$2,143,745 for cost-sharing minor capital projects and equipment. VIHA intends to use the NRHD funding allocation for minor capital projects and equipment as follows:

Minor Capital Projects	\$1,202,500
Equipment	\$941,245
Total	\$2,143,745

For 2012/13, VIHA plans to proceed with the attached equipment purchases with an anticipated 2012/13 cash flow of \$2,781,691. NRHD cost-sharing would be \$941,245 (34% of 2012/13 cash flow).

VIHA is also planning a replacement to the Magnetic Resonance Imaging (MRI) equipment at Nanaimo Regional General Hospital. Given the significant cost of this replacement, VIHA is preparing a separate funding request over and above the funding allocation provided for minor projects and equipment.

.../2

Executive Office

located at 2101 Richmond Avenue, Victoria, BC, Canada V8R 4R7 • Tel: (250) 370-8699 • Fax: (250) 370-8750
mailing address: 1952 Bay Street, Victoria, BC Canada V8R 1J8

I would like to thank the NRHD for its significant contribution for capital projects and equipment. We are grateful for the support the NRHD has provided and appreciate that we are able to work in partnership with you to meet the health infrastructure needs our region is facing.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,

A handwritten signature in cursive script that reads "Chris Sullivan".

Chris Sullivan
Director, Capital Planning

Attachment

cc: Carol Botrakoff, Manager, Capital Finance and Treasury

2012/13 RECOMMENDED APPROVED CAPITAL EQUIPMENT - NANAIMO REGIONAL HOSPITAL DISTRICT

Control #	Director	Dept	Site	Description	Budget	NRHD Share	New / Replace
Equipment > \$100,000							
8071	PETRA HRASKY	OPERATING ROOM	NRGH	HOLMIUM LASER 100 WATT	250,050	100,020	R
7050	PAM GANSKE	HEMATOLOGY	NRGH	HEMATOLOGY ANALYSER WITH SLIDE MAKER/STAINER	197,339	78,936	R
8336	COLLEEN BUTCHER	MEDICINE	NRGH-FLOOR 1	TELEMETRY SYSTEM	244,601	97,840	R
7201	MURRAY HUTCHISON	FOOD/NUTRITION	NRGH	FLIGHT STYLE DISH MACHINE	284,264	63,200	R
Total Equipment > \$100,000					976,254	339,996	
Equipment < \$100,000							
8086	PETRA HRASKY	OPERATING ROOM	NRGH	MICRORESECTOR SAW	12,742	5,097	R
8089	ROB CRISP	REHABILITATION SERVICES	NRGH	MEDICATION FRIDGE	4,633	0	R
8676	DAVID MCCOY	ENDOSCOPY	NRGH	PENTAX VIDEO TOWER FOR ENT + TRAVELLING CART	66,722	26,689	R
8090	DAVID MCCOY	ENDOSCOPY	NRGH	MOUNTED NIRP WITH O2 SATS MONITORS	15,638	6,255	R
8098	DAVID MCCOY	ENDOSCOPY	NRGH	ENT SCOPES	51,432	20,573	R
8102	ROB CRISP	REHABILITATION SERVICES	NRGH	PHYSICAL THERAPY MODALITIES EQUIPMENT	11,584	4,633	R
8103	DAVID MCCOY	FLOOR 3	NRGH	BRODA CHAIRS	9,499	3,799	R
8104	DAVID MCCOY	FLOOR 3	NRGH	ACTIVAC WOUND VACS	79,928	31,971	R
8108	PETRA HRASKY	OPERATING ROOM	NRGH	FIBEROPTIC INTUBATING LARYNGOSCOPE	17,376	6,950	R
8120	PETRA HRASKY	OPERATING ROOM	NRGH	COLPOSCOPY MICROSCOPE AND MICROMANIPULATOR	44,018	17,607	R
8123	PETRA HRASKY	OPERATING ROOM	NRGH	RHINOPLASTY SETS	23,353	9,341	R
8124	PETRA HRASKY	OPERATING ROOM	NRGH	NATHANSON LIVER AND LACE RETRACTORS	8,966	3,586	R
8129	PETRA HRASKY	OPERATING ROOM	NRGH	5MM & 7MM LAPAROSCOPES	18,534	7,414	R
8132	PETRA HRASKY	OPERATING ROOM	NRGH	UROLOGY OMNI	23,631	9,452	R
8133	PETRA HRASKY	OPERATING ROOM	NRGH	STORTZ RIGHT ANGLED CAMERA	16,866	6,746	R
8136	PETRA HRASKY	OPERATING ROOM	NRGH	TRABECTOME	63,073	25,229	R
8141	PETRA HRASKY	OPERATING ROOM	NRGH	STAINLESS STEEL VAG TABLES	83,403	33,361	R
8232	BOB BRANT	MEDICAL IMAGING	NRGH	TRANSEOPHAGEAL PROBE USED FOR ECHOCARDIOGRAPHY	63,710	25,484	R
8235	MICHELE BABICH	PHARMACY	NRGH	6 FOOT HORIZONTAL LAMINAR AIRFLOW HOOD (WITH ACCESSORIES)	16,217	6,487	R
8244	BOB BRANDT	MEDICAL IMAGING	CENTRAL ISLAND	SOFTWARE UPGRADE FOR EXISTING LOGIQ E9 US SCANNERS TO IMPROVE FUNCTIONALITY AND IMAGING RESOLUTION	38,643	0	R
7106	BOB BRANDT	MEDICAL IMAGING	NRGH	TD 100 AUTOMATED TEE DISINFECTOR	17,454	6,982	N
8338	MELIE DE CHAMPLAIN	EMERGENCY/TRAUMA	NRGH	STRETCHERS	83,403	33,361	R
8352	COLLEEN BUTCHER	MEDICINE	NRGH - FLOOR 1, 4, 5 & MED O	VERSACARE LOW PROFILE PATIENT BEDS WITH BED ALARMS	196,923	78,769	R
8353	COLLEEN BUTCHER	MEDICINE	NRGH-FLOOR 1&5	MRS PRESSURE AND FRICTION RELIEF MATTRESSES	197,201	78,860	R

Control #	Director	Dept	Site	Description	Budget	NRHD Share	New / Replace
8354	COLLEEN BUTCHER	MEDICINE	NRGH-MDC CLINIC	WARMING CUPBOARD	10,425	4,170	R
8355	COLLEEN BUTCHER	MEDICINE	NRGH	BARRIER FREE EXAM TABLES	9,730	3,892	R
8458	LOIS COSGRAVE	END OF LIFE CARE HOME & COMMUNITY CARE	NRGH	HILLROM ECLIPSE MATTRESSES	11,005	4,402	R
8460	LOIS COSGRAVE	RESIDENTIAL SERVICES	RED CROSS REGIONAL: NHC	KCI ATMOSAIR 900 MATTRESSES	55,046	0	R
8461	TIM ORR	PERINATAL	DPRC	MESH CONSTRUCTED SLINGS	14,480	0	R
8605	CHERYL DAMSTETTER	AUDIOLOGY	NRGH	GE PANDA RESUSCITATION / RADIANT WARMER HANDHELD SCREENING TYMPANOMETER WITH ACCESSORIES	34,751	13,900	R
8613	CHERYL DAMSTETTER	MENTAL HEALTH & ADDICTION SERVICES	NHC	BLANKET WARMER	4,865	0	R
6420	KELLY REID	MENTAL HEALTH & ADDICTION SERVICES	CLEARVIEW - NAN	CARD READER SYSTEM	13,622	0	N
8634	KELLY REID	GENERAL SUPPORT SERVICES	BROOKS LANDING - NAN	DOUBLE DECK FULL SIZE ELECTRIC CONVECTION OVEN	5,560	0	N
8653	MURRAY HUTCHISON	HEALTH SHARED SERVICES BC	NRGH	CAROUSEL UPGRADE FROM DC TO AC	18,534	7,414	R
8657	LEE YORK	PROTECTION SERVICES	NRGH	SECURITY REPORTING SOFTWARE DATA BASE	11,584	4,633	R
8659	JAMES HANSON	PROTECTION SERVICES	NRGH	DIURESSIPANIC LIFE SAFETY ALARM EQUIPMENT	46,335	0	R
8660	JAMES HANSON	GENERAL SUPPORT SERVICES	NRGH	SMARTENERGY WASTE COMPACTOR	37,763	15,105	R
8662	MURRAY HUTCHISON	BIOMED	NRGH	VENTILATOR TESTER	208,507	83,403	R
7203	CECIL RHODES	GENERAL SUPPORT SERVICES	NRGH	AIR CURTAIN REFRIGERATOR	19,692	7,877	N
6048	MURRAY HUTCHISON		NRGH		19,461	7,784	N
Regional Equipment					1,686,307	601,249	
8087	DAVID MCCOY	7A 7B/PCC FLOOR 7/FLOORS 3 & 6	NRGH	POWER LIFTER IRRIGATION STAND SINGLE COLUMN #927-741314	16,989	0	R
8115	PETRA HRASKY	OPERATING ROOM	NRGH	HARMONIC SCALPEL HAND PIECES	9,846	0	R
7384	PETRA HRASKY	OPERATING ROOM	NRGH	BIOPLASTY MESHER	14,480	0	R
8233	MICHELE BABICH	PHARMACY	VI	MEDICAL GRADE PHARMACEUTICAL FRIDGES + EXTERNAL TEMP RECORDERS/FRIDGE	29,654	0	R
8247	MICHELE BABICH	TERTIARY CARE & COMMUNITY HOSPITALS	NRGH	MEDICAL GRADE PHARMACEUTICAL FRIDGES + EXTERNAL TEMP RECORDERS/FRIDGE	35,705	0	R
8263	PAM GANSKE	LAB MEDICINE MICROBIOLOGY	NRGH	MICROSCOPE - ROUTINE LIGHT	12,455	0	R
Total Regional Equipment					119,130	0	
Total Equipment					2,781,691	941,245	
						34%	
Site Acronyms							
DPRC	Dufferin Place						
NRGH	Nanaimo Regional General Hospital						



Our Vision: Healthy People, Healthy Island Communities, Seamless Service

February 13, 2012

Ref: 13034

Nanaimo Regional Hospital District (NRHD)
Attn: Nancy Avery, General Manager, Finance and Information Services
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Ms. Avery:

Re: 2012/13 Minor Capital Projects

I am writing to advise you of the Vancouver Island Health Authority (VIHA) 2012/13 minor capital projects for which NRHD funding is requested.

I understand the NRHD has provisionally approved a 2012 allocation of \$2,143,745 for cost-sharing minor capital projects and equipment. VIHA intends to use the NRHD funding allocation for minor capital projects and equipment as follows:

Minor Capital Projects	\$1,202,500
Equipment	\$941,245
Total	\$2,143,745

For 2012/13, VIHA plans to proceed with the attached minor capital projects with an anticipated 2012/13 cash flow of \$3,101,251. NRHD cost-sharing would be \$1,202,500 (39% of 2012/13 cash flow). Many of these projects will take more than one year to complete and will require an additional 2013/14 cash flow of \$1,083,397.

No new major projects are expected to be approved for 2012/13. However, a Master Site Plan has been completed for the Nanaimo Regional General Hospital which includes a number of major projects previously identified. This includes a new boiler plant, patient tower and intensive care unit, as well as fitting up two shelled-in operating rooms. At your convenience, I am available to provide you with a summary of the Plan.

.../2

Executive Office

located at 2101 Richmond Avenue, Victoria, BC, Canada V8R 4R7 • Tel: (250) 370-8699 • Fax: (250) 370-8750
mailing address: 1952 Bay Street, Victoria, BC Canada V8R 1J8

I would like to thank the NRHD for its significant contribution for capital projects and equipment. We are grateful for the support the NRHD has provided and appreciate that we are able to work in partnership with you to meet the health infrastructure needs our region is facing.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,

A handwritten signature in cursive script that reads "Chris Sullivan".

Chris Sullivan
Director, Capital Planning

Attachment

cc: Carol Botrakoff, Manager, Capital Finance and Treasury

VIIHA 2012/13: Minor Capital Projects Nanaimo Regional Hospital District: \$5000 - \$2M

Previously Approved Projects			Indicates Cost Sharing								
File #	Portfolio	Project Name	Site	Total Project Cost	Previous Cashflow	Cashflow 2012/13	2012/13 VIIHA	2012/13 RHD	Cashflow 2013/14	2013/14 VIIHA	2013/14 RHD
3637	FMO	Repair to Building Fabric and Finish - Phase II	NRGH	\$1,200,000	\$760,000	\$440,000	\$264,000	\$176,000			
3639	FMO	Repair Building Fabric and Finishes - Phase II	TL/EPL	\$150,000	\$95,000	\$55,000	\$33,000	\$22,000			
3168	FMO	Replacement of Sewer Stacks and Water Lines	NRGH	\$750,000	\$325,000	\$200,000	\$120,000	\$80,000	\$225,000	\$135,000	\$90,000
3354	FMO	Energy Optimization of Mech and Elec Systems	NRGH	\$990,000	\$660,000	\$330,000	\$198,000	\$132,000			
3899	FMO	Flooring Replacement	NRGH	\$1,100,000	\$366,666	\$366,667	\$220,000	\$146,667	\$366,667	\$220,000	\$146,667
TOTAL PREVIOUSLY APPROVED PROJECTS				\$4,190,000	\$2,206,666	\$1,391,667	\$835,000	\$556,667	\$591,667	\$355,000	\$236,667

2012/13 Recommended Committee Approvals			Indicates Cost Sharing								
File #	Portfolio	Project Name	Site	Total Project Cost	Previous Cashflow	Cashflow 2012/13	2012/13 VIIHA	2012/13 RHD	Cashflow 2013/14	2013/14 VIIHA	2013/14 RHD
3984	E	Pediatric Unit Mental Health Adaptive Room	NRGH	\$257,500		\$128,750	\$77,250	\$51,500	\$128,750	\$77,250	\$51,500
4241	A	Endo Suite Upgrade	NRGH	\$350,000		\$175,000	\$105,000	\$70,000	\$175,000	\$105,000	\$70,000
4239	A	Medication Room and Optimization of ICU/RT Space	NRGH	\$600,000		\$120,000	\$72,000	\$48,000	\$480,000	\$288,000	\$192,000
1270	OSS	Upgrade Cafeteria	NRGH	\$281,190		\$140,595	\$84,357	\$56,238	\$140,595	\$84,357	\$56,238
4428	Cap Planning	Grant Ave Space Development	Grant Ave	\$95,000		\$95,000	\$95,000				
4275	FMO	Sustainable Energy System Phase I	NRGH	\$250,000		217,239	\$130,343	\$86,896	\$32,761	\$19,657	\$13,104
4281	FMO	Hazardous Materials Remediation	NRGH	\$420,000		200,000	\$120,000	\$80,000	\$220,000	\$132,000	\$88,000
4282	FMO	Repair Building Fabric and Finishes Phase II	Various Sites	\$140,000		70,000	\$42,000	\$28,000	\$70,000	\$42,000	\$28,000
4286	FMO	Upgrade Boiler Room Electrical	NRGH	\$250,000		250,000	\$150,000	\$100,000			
3182	FMO	Replace Med Gas System in Tower	NRGH	\$642,720		213,000	\$127,800	\$85,200	\$429,720	\$257,832	\$171,888
4270	FMO	Replacement of Nurse Call System and Wiring	NRGH	\$540,000		100,000	\$60,000	\$40,000	\$440,000	\$264,000	\$176,000
TOTAL 2012/13 APPROVALS				\$3,826,410		\$1,709,584	\$1,063,750	\$645,834	\$2,116,826	\$1,270,096	\$846,730

TOTAL 2012/13 CAPITAL PROJECTS \$8,016,410 \$2,206,666 \$3,101,251 \$1,898,751 \$1,202,500 \$2,708,493 \$1,625,096 \$1,083,397

* Project may not be able to proceed in 2011/12 due to space and/or timing issues

2012/13 Priority Projects Beyond Funding Availability			Indicates Cost Sharing								
File #	Portfolio	Project Name	Site	Total Project Cost	Previous Cashflow	Cashflow 2012/13	2012/13 VIIHA	2012/13 RHD	Cashflow 2013/14	2013/14 VIIHA	2013/14 RHD
4293	FMO	Repair Roof Phase I	NRGH	\$40,000							
4294	FMO	Replace Supply Air Fan FS1 for Nursing Tower	NRGH	\$500,000							
4295	FMO	Replace ICU and Physio Gym Roof	NRGH	\$400,000							
3349	FMO	Add Heat/Cooling Recovery to AHU1	EPL	\$140,595							
4301	FMO	Coil Cleaning	Various Sites	\$20,000							
4309	FMO	Construct Vestibules at Rehab Building	NRGH	\$90,000							
2215	FMO	Upgrade Boiler	Trillium Lodge	\$207,856							
4312	FMO	Install HVAC System	Wentworth	\$125,000							
4263	D	Outpatient Therapy Service Area Redesign	NRGH	\$750,000							
4262	D	Keypad Locks Installation	Dufferin Place	uncoated							
3020	D	Replace Nurse Call System and Telecom	EPL	\$291,988							
3095	QPS	Negative Pressure Rooms - (2 Paeds)	NRGH	\$309,309							
3474	B	Histology Air Quality	NRGH	\$168,714							
3500	C	2 Overhead Lifts - 4th Floor	NRGH	\$1,493,500							
3784	F	Lexanne Window Replacement	NRGH	\$21,424							
3753	OSS	Dining Room Reno	EPL	\$535,600							
3518	OSS	Dining Room Reno	TL	\$281,190							



RDN REPORT		
CAO APPROVAL <i>(Signature)</i>		
EAP		
COW		
FEB 14 2012		
RHD	<input checked="" type="checkbox"/>	
BOARD		

**MEMORANDUM
REGIONAL HOSPITAL DISTRICT
SELECT COMMITTEE**

TO: Carol Mason
Chief Administrative Officer

DATE: February 12, 2012

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Approval to use unexpended funds for capital improvement projects

PURPOSE:

To discuss a request from the Vancouver Island Health Authority to apply unexpended funds from prior years to minor capital projects.

BACKGROUND:

Regional District and Vancouver Island Health Authority (VIHA) staff have been corresponding regarding two amounts which were approved in previous years for minor capital projects and equipment. VIHA staff have submitted a request to apply the unexpended funds to a list of capital improvement/capital and equipment purchases.

An amount of \$815,000 was approved as part of a list of equipment submitted in 2006. It was intended that a CT Scanner be purchased, however, federal funds were received instead and the Regional Hospital District share was not required.

In 2009 an amount of \$315,000 was submitted to complete an elevator upgrade project at the Nanaimo Regional General Hospital. Due to some confusion, this amount, if approved would have allocated more than the typical 40% share of funding to the project and staff advised VIHA that other alternatives needed to be considered.

The list attached to this report identifies a variety of large and small capital projects which will upgrade the finishes at Trillium Lodge (Parksville) and Eagle Park Lodge (Qualicum Beach) – both of which are residential type long term care facilities. The list also includes replacement of the fire alarm system in the nursing tower at NRGH, an upgrade to the boiler mechanical rooms and a new digital x-ray machine. All of the items except the Nurse Call System would receive 40% funding from the Regional Hospital District. To balance to \$315,000 on Attachment 1, the Nurse Call System cost share is slightly less than 40%.

ALTERNATIVES:

Alternative 1

1. Approve the lists as presented.
2. Approve a lower dollar value and reallocate a portion of the funds to cover some of the costs of the Emergency Room Department redevelopment project.

FINANCIAL IMPLICATIONS:

Alternative 1

The funds were raised and set aside in previous years so there are no financial implications to approving the use of the funds at this time. Following our standard practice, funds are released upon submission from VIHA of evidence that costs have been incurred for the items on the list.

Alternative 2

Under this alternative the Committee may wish to consider approving the use of \$565,000 of the unexpended funds, using the remaining \$565,000 to reduce the long term borrowing requirements of the Emergency Department project.

It has been reported by staff that it often takes a long time for VIHA to complete the purchases or capital projects for which it submits funding requests. This results in extra diligence and accounting by both parties to track incurred costs to specific grant years. At its meeting held October 26, 2010 the Select committee recommended to the Board that there be a two year limit on grant approvals after which the funds would be set aside and could be used by the Board for other capital purposes. Since that time RDN and VIHA staff have worked to reduce the amount of carryforwards and good progress has been made.

There is one large capital project underway at this time and a second one imminent. The Regional Hospital District has committed \$13.7 million dollars to redevelop the Emergency Department at NRGH. Approximately \$9.3 million will be borrowed by the time the project is completed. The Oceanside Health Centre has now been approved and will commit the Regional Hospital District to funding up to \$6.3 million for that project.

The cost to finance \$565,000 (50% of \$1.13 million) over the standard 20 year project financing schedule would be approximately \$41,575 annually.

SUMMARY/CONCLUSIONS:

The Vancouver Island Health Authority has submitted a request to apply \$1.13 million of previously approved funding to alternative projects. The funds were approved in 2006 and 2009 but were not able to be used for the original purposes.

At this time Regional Hospital District taxpayers are committed to funding two major projects – the redevelopment of the Emergency Department at NRGH (\$9.3 million) and the construction of the recently approved Oceanside Health Centre (\$6.3 million). Given the long passage of time during which VIHA did not provide guidance on the use of the \$1.13 million, it may be equally appropriate to approve approving the use of \$565,000 of the unexpended funds and apply the remaining \$565,000 to reduce the long term borrowing requirements of the Emergency Department project.

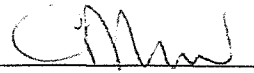
RECOMMENDATIONS:

1. That the Vancouver Island Health Authority be authorized to submit a list of capital purchases/projects to use \$565,000 of unexpended 2006 and 2009 approved capital grants.
2. That the remaining unexpended funds in the amount of \$565,000 be applied to the Regional Hospital District's share of funding for the Emergency Department redevelopment project.

Report Writer



CAO Concurrence





Our Vision: Healthy People, Healthy Island Communities. Seamless Service

February 1, 2012

Ms. Nancy Avery
General Manager, Finance & Information Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Dear Nancy:

Re: Request to Allocate the \$315k and \$815k Unused Prior Year Capital Funding

I am following up from the various correspondence over the past year on the unused prior year \$315k and \$815k capital funding.

It was last left that we were to submit to you a list of proposed capital equipment and project items that we could allocate this unused funding to.

The \$315k Funding

This funding relates to the 2009/10 NRHD annual capital grant allowance.

In our 2009/10 annual funding request letter sent on February 2, 2009, we submitted a list of equipment and projects which accounted for \$2,245,640 of the Nanaimo Regional Hospital District's (NRHD) annual capital grant allowance of \$3,060,000 which left a balance of \$814,360 as unallocated/unused.

Later in the year, in our October 27, 2009 letter, we submitted a list of proposed capital items which we had requested to allocate the unused \$814,360 funding to. Included in this list of proposed capital items was a project called Upgrade Elevators (at NRGH) showing \$315,000 for NRHD funding. (On your VIHA capital billings, the project number for this project is 98.85.09100700 and is described slightly different, but is the same project.) The \$315,000 was additional NRHD funding being added to an existing project which already had 40% NRHD funding, so the \$315,000 could not be applied to the Upgrade Elevator project, and we are now requesting to allocate this funding to the list of capital items in Attachment 1.

The \$815k Funding

This funding relates to the 2006/07 NRHD annual capital grant allowance.

In our 2006/07 annual funding request memo sent on April 25, 2006, we submitted a list of equipment and projects which accounted for all of the NRHD annual capital grant allowance of \$2,880,000 with \$1,524,690 allocated to equipment, and \$1,355,310 allocated to projects. Included in the equipment allocation was \$815,000 in NRHD funding for an NRGH CT Scanner machine. The \$815,000 was unused, because one-time Federal equipment funding was used instead. We are requesting to allocate this funding to the list of capital items in Attachment 2.

Executive Office

*located at 2101 Richmond Avenue, Victoria, BC, Canada V8R 4R7 • Tel: (250) 370-8699 • Fax: (250) 370-8750
mailing address: 1952 Bay Street, Victoria, BC Canada V8R 1J8*

I hope the foregoing provides you with sufficient background and information.

Your consideration of this funding allocation request is appreciated, and this funding would significantly help us in meeting all of our capital equipment and project needs at this time.

If you require further information, please don't hesitate to contact us.

Sincerely,



Kevin Daniel
Manager, Capital Planning

Attachments

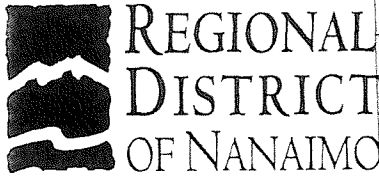
cc: Chris Sullivan, Director, Capital Planning
Carol Botrakoff, Manager, Capital Finance and Treasury

Attachment 1: \$315k Capital List

Facility	Project #	Project Name	Total Project Cost	NRHD Cost Share
Dufferin Place	98.85.111208600	Upgrade Dufferin Tub Rooms	\$50,000	\$20,000
Eagle Park Lodge	98.85.111205600	Replace Domestic Hotwater Piping	\$45,000	\$18,000
Eagle Park Lodge	98.85.111207000	Replace Facility Property Fence	\$40,000	\$16,000
Eagle Park Lodge	98.85.111208100	Upgrade Dining Room Fabric & Finish	\$21,000	\$8,400
Eagle Park Lodge	98.85.111212100	Replace Nurse Call System	\$120,000	\$41,800
NRGH	98.85.111214500	Upgrade Lab Ventilation System	\$47,000	\$18,800
NRGH	98.85.111208700	Replace Rehab Domestic Hot Water Tank	\$50,000	\$20,000
NRGH	98.85.111209500	Replace Acoustical Wall Panels	\$150,000	\$60,000
NRGH	98.85.111210900	Create Pediatric Sleep/On-call Room	\$55,000	\$22,000
NRGH	98.85.111207700	Replace #2 Boiler Valve	\$20,000	\$8,000
Trillium Lodge	98.85.111205500	Replace Handrail throughout facility property	\$60,000	\$24,000
Trillium Lodge	98.85.111214400	Replace Kitchen Heat Pump	\$15,000	\$6,000
Trillium Lodge	98.85.111210300	Replace Facility Windows	\$70,000	\$28,000
Trillium Lodge	98.85.111210000	Upgrade Patient Courtyards	\$15,000	\$6,000
Trillium Lodge	98.85.111210100	Replace Facility Property Fence	\$25,000	\$10,000
Trillium Lodge	98.85.111210200	Replace Resident Room cupboards and closets	\$20,000	\$8,000
			\$803,000	\$315,000

Attachment 2: \$815k Capital List

Facility	Project #	Project Name	Total Project Cost	NRHD Cost Share
Trillium Lodge	98.85.111212000	Replace Fire Alarm System	\$150,000	\$60,000
NRGH	98.85.111212400	Replace Fire Alarm in Tower in Phase 1 Building Expansion	\$200,000	\$80,000
NRGH	98.85.111212200	Replace Nurse Call in Tower in Phase 1 Building Expansion	\$225,000	\$90,000
NRGH	98.85.111213000	Construct Redundant Water Supply System	\$208,000	\$83,200
NRGH	98.85.111212700	Upgrade Boiler Room Mechanical areas	\$250,000	\$100,000
NRGH	11VI234	New Digital Radiography X-Ray Machine	\$587,701	\$235,080
NRGH	11RJ219	Replace CO2 laser in Endoscopy	\$150,000	\$60,000
NRGH		Replace 2 Ultrasounds	\$266,800	\$106,720
			\$2,037,501	\$815,000



EAP		
CCW	<input checked="" type="checkbox"/>	
FEB 14 2012		
RHD	<input checked="" type="checkbox"/>	
BOARD		

**MEMORANDUM
REGIONAL HOSPITAL DISTRICT
SELECT COMMITTEE**

TO: C. Mason
Chief Administrative Officer

DATE: February 13, 2012

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

FILE:

SUBJECT: Bylaw No. 154 - to Authorize Borrowing for the Oceanside Health Centre

PURPOSE:

To introduce for adoption a loan authorization bylaw for the purposes of major capital project financing for the Vancouver Island Health Authority.

BACKGROUND:

At its meeting held November 4th, 2011 the Regional Hospital District Board approved cost sharing in principle in the Oceanside Health Centre pending Provincial approval of the project and a budget within 10% of the estimate of \$14.4 million. The project is now approved at a cost of \$15.79 million and the Vancouver Island Health Authority has formally corresponded requesting the Regional Hospital District confirm its continued support.

Staff have attached to this report the necessary bylaw which will allow the Hospital District to provide funds as the project proceeds. The Regional Hospital District share will be \$6,316,000.

ALTERNATIVES:

Cost sharing has been approved and the bylaw attached to this report is the administrative follow up.

FINANCIAL IMPLICATIONS:

The annual debt servicing arising from this project, assumed at 4% over 20 years is estimated at \$465,000. The tax rate associated with this amount is \$1.54 per \$100,000 of property value. The 2012 tax requisition for Regional Hospital District purposes, which does not include the full project costs results in a tax rate of \$21.62. In 2013 the tax requisition is forecast to increase 4% to maintain the current level of overall funding support for health care related purposes over the next five years.


SUMMARY/CONCLUSIONS:

The Vancouver Island Health Authority has received Provincial approval for the Oceanside Health Centre project and has confirmed a final budget of \$15.79 million. It is seeking the Hospital District's ratification of its previous approval in principle. Staff have also submitted for Board approval the associated loan authorization bylaw, which will allow funds to be released as the project proceeds.


The financial implications of the final project budget have changed slightly, but has not changed the overall budget projections for the Hospital District. The estimated cost to taxpayers for the Oceanside Health Centre is \$1.54 per \$100,000 of property value.

RECOMMENDATIONS:

1. That correspondence be forwarded to the Vancouver Island Health Authority confirming the Nanaimo Regional Hospital District's commitment to the Oceanside Health Centre at 40% of a total budget of \$15.79 million.
2. That "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012" be introduced and read three times.
3. That "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012" be adopted.



Report Writer



C.A.O. Concurrence



Our Vision: Healthy People, Healthy Island Communities, Seamless Service

February 13, 2012

Ref: 13034

Nanaimo Regional Hospital District (NRHD)
Attn: Nancy Avery, General Manager, Finance and Information Services
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Ms. Avery:

Re: Oceanside Health Centre: Confirmation of NRHD Cost-Sharing

I am pleased to report that the Vancouver Island Health Authority (VIHA) now has Ministry of Health approval to proceed with the Oceanside Health Centre (OHC), and is requesting confirmation of NRHD cost-sharing.

In September 2011, VIHA presented to the Regional Hospital District Select Committee a project cost estimate of \$14.4 million +/- 10%. After further planning and more detailed design work, the project cost estimate has increased to \$15.79 million which is still within the +/- 10%. Details of the further planning and design work included:

- Numerous meetings with internal stakeholders to develop the integrated service model for the health centre in unison with completion of the building design;
- Facility design at the design development stage including a slight increase in building size;
- Site development planning including parking, landscaping, and the new lot and access road off of the Alberni Highway;
- Additional IMIT planning including Electronic Health Record, telehealth, teleconsultation, telehome monitoring, self-registration, self-scheduling, urgent power supply and data room; and
- Compiling furniture and equipment lists for all clinical and non-clinical areas.
- Meetings with the local service providers for diagnostic imaging and laboratory services to relocate services to OHC.

Based on this final project cost estimate, VIHA is requesting confirmation of the NRHD's cost-share amount of \$6.32 million.

.../2

Executive Office

located at 2101 Richmond Avenue, Victoria, BC, Canada V8R 4R7 • Tel: (250) 370-8699 • Fax: (250) 370-8750
mailing address: 1952 Bay Street, Victoria, BC Canada V8R 1J8

I would like to thank the NRHD for your contribution to the Oceanside Health Centre project. Please call me at (250) 370-8912 if you have any questions.

Yours truly,

A handwritten signature in cursive script that reads "Chris Sullivan".

Chris Sullivan
Director, Capital Planning

NANAIMO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 154

CAPITAL EXPENDITURE & BORROWING BYLAW

WHEREAS the Board of the Nanaimo Regional Hospital District proposes to expend money for capital expenditures described in Schedule 'A' attached hereto and forming an integral part of this bylaw;

AND WHEREAS those capital expenditures have received the approval required under Section 23 of the *Hospital District Act*;

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Bylaw as required by Section 32 and Section 34 of the *Hospital District Act*.

1. The Board hereby authorizes and approves the borrowing and expenditure of money for the construction of the Oceanside Health Centre project.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$6,316,000 (Six Million, Three Hundred and Sixteen Thousand Dollars) upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed twenty (20) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due each year.
4. The Board hereby delegates to the General Manager, Finance and Information Services the necessary authority to settle the terms and conditions of the borrowings.
5. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012".

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012"

Chairperson

Sr. Mgr, Corporate Administration

SCHEDULE 'A'

Oceanside Health Centre

Total project budget	\$	15,790,000
Regional Hospital District funding	x	<u>40%</u>
Regional Hospital District share	\$	<u>6,316,000</u>



**MINUTES OF THE REGULAR MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
HELD ON WEDNESDAY, FEBRUARY 22, 2012, AT 6:00 PM
IN THE PARKSVILLE FORUM**

Present:

Director J. Stanhope, Chair	Regional District of Nanaimo
Director G. Holme	Regional District of Nanaimo
Mayor Chris Burger	City of Parksville
Councillor Marc Lefebvre	City of Parksville

Also in Attendance:

C. Mason	Regional District of Nanaimo
John Finnie	Regional District of Nanaimo
Wayne Moorman	Regional District of Nanaimo
Mike Donnelly	Regional District of Nanaimo
Fred Manson	City of Parksville
Mike Squire	City of Parksville
Bob Harary	City of Parksville
Matt Henney	Associated Engineering (BC) Ltd.
Keith Kohut	Associated Engineering (BC) Ltd.
David Pyne	ASR Systems LLC
Dennis Lowen	Lowen Hydrogeology Consulting
Bev Farkas	Recording Secretary

CALL TO ORDER

Chair Stanhope called the meeting to order at 6:00 PM.

DELEGATIONS

MINUTES

MOVED Director Lefebvre, SECONDED Director Holme, that the minutes from the Inaugural meeting of the Englishman River Water Services Management Board held November 9, 2011, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

MOVED, Director Holme, SECONDED Director Lefebvre, that the correspondence from S. Thomson, Minister of Forests, Lands and Natural Resource Operations, be received.

CARRIED

MOVED, Director Holme, SECONDED Director Lefebvre, that the correspondence from T. Wicks be received.

CARRIED

REPORTS

Englishman River Water Service Project Status Update and Change of Works Application (M. Squire and M. Henney)

M. Squire gave a PowerPoint presentation on ERWS Project Status and Change of Works Application and the following points were discussed:

- In the next several weeks AWS / ERWS will be making a formal application to the Ministry of Environment (MoE) for a minor amendment to Conditional Water Licence 110050 to formally approve a Change of Works to define the location of the proposed new intake for the ultimate AWS/ERWS surface water supply component of the regional water system.
- The Water Licence Application Report completed by the MoE – Water Management Branch at the time of the granting of Water Licence in 1997 refers to the future plans of AWS to re-locate a larger intake further upstream above the urban development somewhere between the new Inland island Hwy (Hwy 19) and the confluence of the South Englishman River.
- Storage development for fish resources in the low flow period from July through September has already been addressed with the original Licence Application and the construction of the Arrowsmith Dam and reservoir in accordance with the current Englishman River Water Allocation Plan.
- The application also supports concerns from DFO, MoE, BCCF and MVIHES as they indicated through stakeholder meetings that their preferred intake location would be as far downstream as possible. Consequently, an intake location downstream of Allsbrook Canyon would be considered more favourable to agency staff and key stakeholders than an intake location above Allsbrook Canyon.
- In conjunction with the Conditional Water Licence, a Provisional Operation Rule was issued based on using the existing City of Parksville intake until such time the future intake works are relocated above the Englishman River Water Survey Canada (WSC) hydrometric gauge (08HB002).

- The AWS original water licence application was based on the premise of acquiring a water licence and constructing a dam to support storage for not only future potable water demand but fisheries enhancements based on the intake being just downstream of the confluence of the South Englishman River and the Englishman River.
- Extensive research and studies have been undertaken and resources spent before and after the construction of the Arrowsmith Dam for fisheries benefits. Considerable ecological and Fisheries enhancements resulting from the construction of the Arrowsmith Dam are very apparent. Coho, Pink and Chinook Salmon abundance appears to be much higher from 1999 onward due to:
 - Improved summer base flows from the Arrowsmith Dam that have allowed enhancement efforts to go forward such as
 - stocking, the release of eggs, fry and smolts and
 - the construction of two flow controlled side channels constructed to increase rearing habitat.

In order to meet future water supply demands and comply with the new water treatment conditions from VIHA, the AWS requires the appropriate permits to be in place prior to proceeding with the next preliminary design phase of this project. With the Change of Works application and our continued effort to develop sustainable solutions for future water supply, we hope to continue to promote a partnership committee with DFO, MoE and AWS / ERWS staff in an effort to determine appropriate reservoir releases on an annual basis to meet all conditions.

M. Henney, gave a PowerPoint presentation on Phase 2 Project Status – Water Treatment Pilot program. Regarding the preferred treatment option (membrane treatment), the following points were discussed:

- Aluminum chlorohydrate salt used as a coagulant to remove colour from water
- High level of automation, mostly remote monitoring
- Higher capital investment than conventional system but better life cycle costs
- Energy costs slightly higher than conventional system but lower residuals management costs
- Residuals can be reduced on site and used for agriculture, minimal liquid to wastewater stream
- Membranes provide a 99 percent efficient treatment system compared to conventional treatment systems that are 95 percent efficient
- Average life of membrane 12-15 years

Aquifer Storage Recovery (D. Pyne and D. Lowen)

D. Pyne and D. Lowen presented on Aquifer Storage Recovery. The following points were discussed:

- Access to stored water by others may be controlled through site selection of large parcel with effective setbacks, protective covenant or legislation
- Capturing rainwater for ASR wells would likely have challenges with regulatory framework
- Will be chlorine free residuals and no phosphates will be added in process

- Ideal conditions for ASR well in this area are: hydraulic characteristics producing useful quantity of water from single well, semi-confined or confined aquifer, appropriate radial distance, absence of reactions with minerals, suitable surrounding properties

MOVED Director Burger, SECONDED Director Holme that the verbal and visual reports be received.

CARRIED

ADDENDUM

B. Harary introduced the report on Amendment #1 to the professional services agreement with Associated Engineering (BC) Ltd. The amount of the additional full scale ASR investigation was confirmed to be \$228,943.

MOVED Director Burger, SECONDED Director Lefebvre, that the ERWS Management Board authorize Amendment #1 to the professional services agreement with Associated Engineering (BC) Ltd. to complete the additional full scale ASR investigation for an additional \$228,943.

CARRIED

MOVED Director Burger, SECONDED Director Lefebvre, that staff be directed to manage the additional capital work projects required to complete a full scale ASR investigation within the 2012-2016 Financial Plan allocated budgets.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Director Lefebvre, SECONDED Director Holme, that a letter be prepared under the Chairman's signature in reply to T. Wicks' letter.

CARRIED

NEW BUSINESS

OTHER

The Chair opened the floor to questions from the public.

Charlie Stone – 624 Island Highway West, Parksville

C. Stone asked if there has been consideration given to monitoring water and selectively treating the water that is better quality versus all water including spikes in turbidity.

M. Henney responded that it is hard to predict extent and frequency of turbidity, but there may be an opportunity to shutoff the refill for ASR for periods of time. He added that the intake design may have features that prevent high turbidity from coming into the plant.

James Craig – 1040 Forgotten Drive, Parksville

J. Craig supported ASR technology and strategy and added that it will lessen the impact of water withdrawals from Englishman River. He questioned which steps have been taken to provide the Department of Fisheries and Oceans (DFO) with information to evaluate potential impacts of intake relocation.

M. Squire indicated that there has been stakeholder consultation with DFO and MOE and that consultation will continue as the Change of Works application and new Operational Rule proceed.

J. Finnie stated that DFO has indicated they may be looking for a level of mitigation for the intake relocation. We recognize that relocating the intake will affect that river reach from the existing site to the new site and we need to discuss further with fisheries. Mitigation for the licenced extraction from the river was considered via the construction of the AWS dam and reservoir, and the Operational Rule which requires release of water to support Fisheries. In addition, if successful, the ASR initiative may serve as mitigation because of its contribution to river flows in low flow periods and the benefit to fisheries.

Lance Pope – 585 Columbia Drive, Parksville

L. Pope asked how much will be spent on the ASR project by the time a referendum is held in 2014 to go forward with funding for construction. B. Harary responded that approximately \$4-5 million will have been spent prior to the referendum.

Mr. Pope expressed his concern that the money spent prior to referendum could be allocated to alternative methods such as rainwater harvesting and/or greywater recycling. J. Finnie replied that while rainwater re-use is a significant component under the Drinking Water and Watershed Protection function and other municipal initiatives, it would not be able to support the total water needs of the area unless it was on a significant scale.

Director Burger added that investigation to find the most cost effective solution at this scale has been ongoing for several years and as appropriate new alternatives become available they will be considered. Director Burger noted that a Communications Plan is in place and stressed exercising caution when releasing information to the community as misinformation can easily be communicated.

Director Lefebvre closed by saying that Vancouver Island Health Authority has dictated a certain quality of water, and that the Board has looked at all other options to satisfy VIHA's requirements for the quality and quantity of water required.

ADJOURNMENT

The meeting was adjourned at 8:25 pm.

NEXT MEETING to be announced.

CHAIRPERSON