

REGIONAL DISTRICT OF NANAIMO
COMMITTEE OF THE WHOLE
AGENDA

Tuesday, May 8, 2018

Immediately following the Nanaimo Regional Hospital District Board Meeting
RDN Board Chambers

This meeting will be recorded

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF MINUTES	
3.1 Regular Committee of the Whole Meeting - April 10, 2018	4
That the minutes of the Regular Committee of the Whole meeting held April 10, 2018, be adopted.	
4. DELEGATIONS	
4.1 Carly Trobridge, Nanaimo Search and Rescue, re Nanaimo Search and Rescue New Facility Update	8
4.2 Chris Burger & Gerry Anderson, Corcan Meadowood Resident Association, re Update and Request for further Support of Ongoing Park and Access Improvements	9
5. CORRESPONDENCE	
That the following correspondence be received for information:	
5.1 Lighthouse Community Centre, re Funding Request for New Roofing for the Lighthouse Community Centre	10
5.2 Ministry of Public Safety and Solicitor General, re BC Community Road Safety Toolkit - Module 1, Protecting People Walking and Cycling	16
5.3 UBCM, re Provincial Housing Affordability Announcements; and National Housing Strategy Launch Dates	17
6. UNFINISHED BUSINESS	

7. COMMITTEE MINUTES

That the following minutes be received for information:

- | | | |
|------------|--|----|
| 7.1 | Drinking Water and Watershed Protection Technical Advisory Committee - April 19, 2018
<i>Please note: Team WaterSmart Free Irrigation Check-up Service: Conservation Program Impact Evaluation is included for information</i> | 23 |
| 7.2 | District 69 Recreation Commission - April 19, 2018 | 44 |
| 7.3 | Agricultural Advisory Committee - April 6, 2018 | 47 |

8. COMMITTEE RECOMMENDATIONS

- | | | |
|--------------|--|----|
| 8.1 | District 69 Recreation Commission | |
| 8.1.1 | Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029
<i>Please note: The original recommendation was varied by the Committee</i>

That the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 be approved as a guiding document. | 50 |

9. CORPORATE SERVICES

- | | | |
|------------|--|-----|
| 9.1 | 2017 Consolidated Financial Statements and Audit Findings Report
<i>Invited Presentation: Cory Vanderhorst, CPA, CA from MNP LLP</i>

That the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2017 be approved as presented. | 201 |
| 9.2 | Spring 2018 Community Works Fund Status Report

1. That the Community Works Funds program project list included in Attachment 1 be approved.

2. That the Community Works Funds Agreements between the Regional District of Nanaimo and third parties include a requirement for asset management principles to be incorporated in the funding criteria. | 252 |

10. REGIONAL AND COMMUNITY UTILITIES

- | | | |
|-------------|--|-----|
| 10.1 | Wastewater Services On-Call Electrical Maintenance and Repair Contract Award

That the Board award the Wastewater Services On-call Electrical Maintenance and Repair three year contract to Shaw Electrical Services. | 263 |
|-------------|--|-----|

10.2 Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate Contract Award 266

1. That the Board award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade for a period of one year.

2. That the General Manager of Regional Community Utilities and the Director of Finance be authorized to extend the contract for an additional year if required.

10.3 Island Timberlands Land Access License for Shared Weather Station – Upper Nanoose Creek Watershed 268

That the Board approve the Non-Exclusive License five-year agreement with Island Timberlands for the use of land to install a shared weather / climate station in the upper Nanoose Creek watershed.

11. BUSINESS ARISING FROM DELEGATIONS

12. NEW BUSINESS

12.1 Directors' Roundtable

13. IN CAMERA

That pursuant to Section 90 (m) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to a matter that, under another enactment, is such that the public may be excluded from the meeting.

14. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Tuesday, April 10, 2018

3:02 P.M.

RDN Board Chambers

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director B. McKay	City of Nanaimo
	Alternate	
	Director S. Armstrong	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director D. Brennan	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Alternate	
	Director M. Beil	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director H. Houle	Electoral Area B
	Director J. Stanhope	Electoral Area G
	Director J. Kipp	City of Nanaimo
	Director M. Lefebvre	City of Parksville
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	T. Mayea	Legislative Coordinator
C. Golding	Recording Secretary	

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Committee of the Whole Meeting - March 13, 2018

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held March 13, 2018, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

The following correspondence was received for information:

Ken Neden, Arrowsmith Search and Rescue, re Hall Proposal

RECREATION AND PARKS

Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029

Steve Slawuta, RC Strategies + PERC, provided an update to the Board on the status of the Recreation Services Master Plan for District 69 (Oceanside) that included a public review and feedback summary, an overview of key recommendations, and next steps for implementation.

It was moved and seconded that the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.

CARRIED UNANIMOUSLY

It was moved and seconded that the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that additional project planning, community review, cost estimate information and funding sources be completed for the District 69 Recreation Commission and the Board prior to the 2019 - 2024 Financial Plan review:

- a. Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
- b. Construction and operation of an artificial turf field.
- c. Expansion of Ravensong Aquatic Centre.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

Anchor Way Watermain Replacement - Construction Tender Award

It was moved and seconded that the Board award the contract for the Anchor Way Watermain Replacement project to Windley Contracting Ltd. in the amount of \$262,710.00 (excluding GST).

CARRIED UNANIMOUSLY

TRANSPORTATION AND EMERGENCY PLANNING SERVICES

District 69 Victim Services Funding Agreement

It was moved and seconded that the Board approve the agreement to provide a grant of \$65,000 per year to the District 69 Family Resource Association for the provision of the Oceanside RCMP Victim Services Program for a two and a half (2.5) year term beginning September 1, 2017 and ending March 31, 2020.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM CORRESPONDENCE

Arrowsmith Search and Rescue Hall Proposal

It was moved and seconded that the Board provide letters to the Federal and Provincial Governments in support of Arrowsmith Search and Rescue's funding needs.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Roundtable

Directors provided updates to the Board.

RECESS

It was moved and seconded that the Committee recess and reconvene immediately following the Special Board meeting.

CARRIED UNANIMOUSLY

TIME: 3:51 PM

It was moved and seconded that the Committee of the Whole meeting reconvene.

CARRIED UNANIMOUSLY

TIME: 3:59 PM

IN CAMERA

It was moved and seconded that pursuant to Sections 90 (1) (e) and (j) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to land or improvements, and third party business interests.

CARRIED UNANIMOUSLY

TIME: 3:59 PM

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:03 PM

CHAIR

CORPORATE OFFICER

Delegation: Carly Trobridge, Nanaimo Search and Rescue, re Nanaimo Search and Rescue new facility update

Summary: Nanaimo SAR would like to update the RDN Committee on the progress we have made towards building a new facility on Nanaimo Lakes Road. We will present building design drawings, a cost estimate (quantity survey), and a budget for the project. Nanaimo SAR has identified a funding shortfall for this project, and would like to know if RDN staff can work with us to identify ways to fund this shortfall.

Action Requested: Information request for possible methods of funding a shortfall for the facility project on Nanaimo Lakes Road.

Delegation: Chris Burger & Gerry Anderson, Corcan Meadowood Resident Association, re update and request for further support of ongoing park and access improvements

Summary: On behalf of the residents of the Corcan / Meadowood corridor (Part of Area F) we wish to update the board on a series of issues and concerns that we have identified for the area.

Action Requested: No specific action is being sought at the time of presentation. However, we will be asking for continued support and further advancement of our community hall project and will request a polling station within a reasonable distance in the upcoming November elections.



LIGHTHOUSE COMMUNITY CENTRE
240 Lions Way, Qualicum Bay, V9K 2E2
778-424-9900 www.communityhall.ca

February 25 2018

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

RE: Funding Request for New Roofing for the Lighthouse Community Centre

Dear Board of Directors,

The Lighthouse Community Center Society serves as a venue for Community gatherings, concerts, sports, artistic endeavours and a multitude of recreational, cultural and community programs. Our schedule and programs can be found on our website @ www.communityhall.ca.

The Lighthouse Community Center Society maintains the building and surrounding property of the center. We are a BC registered society(#S0019266) and a registered Charity (1984-09-01). Our maintenance revenue is generated by rental of the facility, monthly income from our Second Sunday Market and Pancake Breakfast, the Soupy Cafe Community Lunch, and Hall sponsored special events and donations.

I am writing to you today to ask for financial assistance in the amount of \$36,000.00, to help us replace our aging 20 year plus roof that is currently suffering from moss growth; and age that has exceeded the lifespan of the current shingles leaving them with shrinkage, curled edges, and some leaking.

Please see attached estimates for your the work by local contractors.

Thank you for your consideration in this matter,

Sincerely,

Shauna McRae Okine
President, Lighthouse Community Centre Society
240 Lions Way, Qualicum Bay, BC, V9K 2E2
250 802 0892

**Lighthouse Community Centre - CWF Application
Summary of Roofing Quotes**

Arrowsmith Roofing Ltd	\$ 35,962.50
Jakes Roofing Ltd	\$ 43,850.00
Owners Pride	\$ 44,880.07

Lighthouse Community Centre Society		
Budget		
Sept 2017 - Aug 2018		
	Monthly	Annual
REVENUE		
Rental - Regular User Groups	1,500	18,000
Rental - Casual Renters	500	6,000
Total Rent	2,000	24,000
LCC Events	1,000	12,000
Misc Events inc Hockey & Pickelball	100	1,200
Corner Café	20	240
Donations	35	420
Membership Dues	25	300
50/50 Ticket Sales	70	840
Pancake Breakfast - 4x per yr	300	1,200
Soupy Cafe Donations	100	1,200
Furniture Rental	0	0
Interest Revenue	0	0
Kitchen Rental	200	2,400
Table Rentals	350	4,200
Website Sponsorship	0	0
TOTAL REVENUE	4,200	46,800

EXPENSE		
Accounting & Legal	130	1,560
Advertising & Promotions	225	2,700
Administrative Fee PayPal	12	144
Garbage	70	840
Hall Rental Agent fees	0	0
Insurance	525	6,300
Janitorial	400	4,800
Janitorial Supplies	135	1,620
LCC Events	500	6,000
Licences, Dues & Fees	30	360
Office Supplies	67	800
Repairs & Maintenance	292	3,500
Security Monitoring	19	225
Soupy Cafe	100	1,200
Supplies - Operational	100	1,200
Supplies - Pancake Breakfast	300	1,200
Telephone & Internet	165	2,000
Utilities - Hydro	600	7,200
Utilities - Oil (furnace)	0	0
Utilities - Propane	183	2,200
Utilities - Water	30	360
TOTAL EXPENSE	3,174	44,209

NET INCOME (LOSS)	1,026	2,591

From: Khan, Ryan PSSG:EX [<mailto:Ryan.Khan@gov.bc.ca>]
Sent: Wednesday, April 25, 2018 10:18 AM
To: Carlyle, Phyllis
Subject: BC Community Road Safety Toolkit - Module 1: Protecting People Walking and Cycling

Hi Phyllis Carlyle,

On behalf of Dr. Gordon Lovegrove and Amanda Watson, co-Chairs of the BC Road Safety Strategy Safe Roads and Communities Working Committee, we wanted to personally connect with each of the respondents of the 2015 BC Communities Road Safety Survey. In a collaborative effort to address the road safety needs and concerns raised by respondents of the 2015 BC Communities Road Safety Survey, the Safe Roads and Communities Working Committee published the first of several modules that comprise the *BC Community Road Safety Toolkit*. The *BC Community Road Safety Toolkit* is designed to consolidate and disseminate knowledge about proven and promising road safety designs, strategies, and devices and is a compilation of road safety management resources that will make it easier for communities to improve road safety outcomes.

The first module, [Module 1: Protecting People Walking and Cycling](#) focuses on road designs that work to better protect pedestrians and cyclists from motor vehicle-related injury. Module 1 also contains information on strategies that encourage more people to walk, cycle and use public transit since shifting to these methods of transport decreases private car use and that, in turn, generates better road safety benefits.

Modules 2 and 3 of the BC Community Road Safety Toolkit will be publicly available in June 2018, and will be forwarded to you once published. Our hope is to continue to provide road safety knowledge and expertise in order to improve road safety outcomes for all road users across the Province.

If you have any questions, concerns or additional feedback, please e-mail RoadSafetyBC@gov.bc.ca.

Best,

Ryan Khan, PMP
Project Management Analyst
Policy and Strategic Initiatives Branch
Ministry of Public Safety and Solicitor General
Tel: (778) 698-5193



From: Union of BC Municipalities [<mailto:ubcm@ubcm.ca>]
Sent: Wednesday, April 25, 2018 1:32 PM
To: corpsrv <corpsrv@rdn.bc.ca>
Subject: Housing Affordability Legislation; Asset Management Funding; Convention Proposals

Having trouble viewing this e-mail? [Click here](#)



THE COMPASS News and information from the Union of BC Municipalities

Provincial Housing Affordability Announcements

The Province has taken several steps to formalize commitments announced in the 30-point Homes for BC plan. It introduced legislation granting local governments authority for rental zoning and requiring housing needs assessments. The Province also introduced new developer data collection requirements to limit tax evasion on pre-sale condo assignments, and announced details on the rollout of funding for new rental homes. [Read more](#)

National Housing Strategy Launch Dates

As the National Housing Strategy (NHS) begins to roll out, the CMHC has released a list of approximate [launch dates](#) for individual initiatives. Notably, several initiatives are launching this spring, including the National Housing Co-Investment Fund. The CMHC will be launching a website to manage the application process for NHS initiatives.

April 25, 2018



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Provincial Housing Affordability Announcements

Apr. 25, 2018

The Province has taken several steps to formalize commitments announced in the 30-point *Homes for BC* plan. It introduced legislation granting local governments authority for rental zoning and requiring housing needs assessments. The Province also introduced new developer data collection requirements to limit tax evasion on pre-sale condo assignments, and announced details on the rollout of funding for new rental homes.

UBCM members previously endorsed two resolutions calling for the authority to zone for rental tenure, a request that was recently brought to the attention of the Province through UBCM's housing report - *A Home for Everyone: A Housing Strategy for British Columbians*. The Province committed to granting this request in the 2018 Budget, and has now introduced amendments to the *Local Government Act* and *Vancouver Charter* providing the authority to limit tenure to rental in new developments, and to preserve existing rental units when redevelopment occurs. The proposed amendments would allow local governments to limit tenure on the basis of a specified number, portion or percentage of housing units in a building. Adoption of rental zoning by a local government would not override strata bylaws or housing co-op rules, and non-conforming forms of tenure would continue.

The Province has also introduced legislation to make it mandatory for local governments to conduct housing needs assessments to support planning for affordability. Assessments would be required every 5 years starting 3 years after the date the relevant section of the legislation comes into force. The assessments will incorporate data on current and projected population, income, housing stock and housing needs. The legislation allows for further details on housing needs report content, exemptions and application to be made by regulation. As announced in the budget, the Province will support this requirement with \$5 million over three years.

Both the housing needs assessment and rental zoning announcements have been framed by the Province as assisting local governments to address affordability by giving them an additional planning tool and data to better address local needs.

Also introduced were changes to the *Real Estate Development Marketing Act* to limit tax evasion by people who resell condos before they have been built. The changes establish new reporting requirements for developers, and represent one of several measures that the Province introduced in *Homes for BC* to crack down on tax fraud and close loopholes.

Finally, the Province announced additional details on a \$1.9 billion investment to fund 14,000 new rental homes in BC. The Community Housing Fund will facilitate development of mixed income rental housing projects for independent families and seniors. Requests for proposals are now open, and may be submitted to BC Housing before 2 pm on September 17, 2018.

UBCM will continue to engage with the Province as they implement their *Homes for BC* plan.

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du Canada



[Home](#) > National Housing Strategy initiatives

National Housing Strategy initiatives

CMHC will soon welcome applications for new initiatives that are launching this year under the National Housing Strategy.

Stay tuned as a new website will launch in the coming days. This site will feature a modernized process which enables applicants to view the status of their proposal and how it scores relative to the program criteria. The site will also provide a variety of tools to help navigate the application process.

If you have any questions, please contact your CMHC Representative or call 1-800-668-2642 or email contactcentre@cmhc.ca.

Initiative

Launch Date

RESOURCES FOR COMMUNITY HOUSING PROVIDERS

Federal Community Housing Initiative

Phase 1: Spring 2018
Phase 2: Spring 2020

Technical Resource Centre and Sector Based Transformation Fund

Fall 2018

Community Based Tenant Initiative

Fall 2018

CREATING NEW HOUSING

CREATING NEW HOUSING

National Housing Co-Investment Fund – <i>Housing Construction Stream</i>	Spring 2018
Federal Lands Initiative	Summer 2018
Affordable Housing Innovation Fund	2016
Rental Construction Financing Initiative	2017

MODERNIZE EXISTING HOUSING

National Housing Co-Investment Fund – <i>Housing Repair and Renewal Stream</i>	Spring 2018
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RESEARCH AND INNOVATION

Solutions Labs Initiative	Spring 2018
Demonstration Initiative	Spring 2018
Collaborative Housing Research Network	Summer 2018
CMHC Housing Research Award Program	Spring 2018
Housing Research Scholarship Program	Spring 2018
NHS Research and Planning Fund	Spring 2018

PROVINCIAL/TERRITORIAL DELIVERED INITIATIVES

Canada Community Housing Initiative	2020
Canada Housing Benefit	2020
PT Priority Funding	2019
Funding for Northern Territories	Spring 2018

HUMAN RIGHTS BASED APPROACH TO HOUSING

Public Consultations	March 2018
National Housing Council	Spring/Summer 2018
Federal Housing Advocate	Spring/Summer 2018

Looking for the essential details?

Descriptions of each initiative and launch timings are available in this easy at-a-glance reference.

[Download the NHS At-a-Glance \(PDF\)](#)



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Canada 

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DRINKING WATER AND WATERSHED PROTECTION TECHNICAL ADVISORY
COMMITTEE MEETING**

Thursday, April 19, 2018

12:30 P.M.

RDN Board Chambers

In Attendance:	S. De Pol	Chair
	A. Gilchrist	Academic Community Representative (VIU)
	P. Lapcevic	BC Ministry of Forests, Lands and Natural Resource Ops
	K. Miller	Cowichan Valley Regional District
	H. Rueggeberg	General Public Representative (South)
	B. Sims	Municipal Representative (City of Nanaimo)
	F. Spears	Municipal Representative (District of Lantzville)
	L. Cake	Water Purveyors (Coastal Water Suppliers Association)
	C. Cole	General Public Representative (North)
	K. Epps	Forest Industry Representative
	N. Leone	Department of Fisheries and Oceans
	P. Jorgenson	Forest Industry Representative
	A. Barroso	Hydrogeologist Representative
W. Shulba	Islands Trust Representative	
Regrets:	A. Fiddick	Environment Community Representative
	L. Magee	Island Health
	B. Silenieks	Municipal Representative (City of Parksville)
	B. Weir	Municipal Representative (Town of Qualicum Beach)
	G. Wendling	Hydrogeologist Representative
	O. Brandes	Academic Community Representative (POLIS)
	D. Epps	Ministry of Environment
	P. Shaw	Mt Arrowsmith Biosphere Region
Also in Attendance:	R. Alexander	Regional District of Nanaimo
	J. Pisani	Regional District of Nanaimo
	J. McCallum	Regional District of Nanaimo
	L. Fegan	Regional District of Nanaimo
	C. Bruggs	Regional District of Nanaimo
	G. Henderson	BC Ministry of Forests, Lands and Natural Resource Ops
	A. Van Acken	Vancouver Island University

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Drinking Water and Watershed Protection Technical Advisory Committee Meeting - October 18, 2017

It was moved and seconded that the minutes of the Drinking Water and Watershed Protection Technical Advisory Committee meeting held October 18, 2017, be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

Update on Water Data Management

J. Pisani updated the committee on the data management initiatives for:

- Well Water Quality Data from Well Testing Rebate Program Voluntary Submissions (WaterTrax)
- Groundwater Level Data from Volunteer Observation Well Program (Prov. Aquarius portal – third party data submission)
- Hydrometric Data from RDN/Partner Stations (Prov. Aquarius portal – third party data submission)

Surface Water Quality Trend Analysis - Upcoming Project

J. Pisani updated the committee on the upcoming consultant project on the comprehensive trend analysis of the Regional District of Nanaimo (RDN) Community Watershed Monitoring Network's water quality dataset (2011-2017). The surface water quality data will be analyzed along with climate data, streamflow data and land use data to identify trends and determine recommended actions to address surface water quality moving forward.

Drinking Water Watershed Protection Action Plan Review and Update - Upcoming Project

J. Pisani informed the committee of the status of an upcoming project to review and update the Drinking Water and Watershed Protection Action Plan, which will straddle 2018-2019, and is proposed to commence this summer.

Cowichan Valley Regional District's Proposed DWWP Referendum

Committee member K. Miller presented on the Cowichan Valley Regional District's (CVRD) proposed Drinking Water and Watershed Protection service and the outline of work to-date and proposal moving forward. Staff will be taking a draft service area bylaw to the CVRD Board in May and that may result in a referendum question on the October ballot to gain elector assent for the service.

VIU Wetland Research Update

VIU representative Ashley Van Acken presented on the multi-year research agreement between VIU and the Regional District of Nanaimo's Drinking Water and Watershed Protection to map wetlands in the region and investigate connection to groundwater hydrology. 31 wetlands have been mapped so far, with more field work lined up for 2018. RDN Get Involved webpage is coming soon to encourage more public engagement on the project.

Update on Team WaterSmart Activities

J. McCallum updated the committee on Team WaterSmart outreach activities in 2018, including the Water to Earth month series, school watershed field trips, and upcoming community events.

Update on Rebate Programs

L. Fegan updated the committee on DWWP rebate programs including: rainwater harvesting, well water testing, wellhead upgrades, and efficient irrigation & soil improvements.

Provincial Groundwater Quality Data Consolidation Pilot

G. Henderson presented a pilot project proposed by the Ministry of Forests Lands Natural Resource Operations and Rural Development (FLNR) to consolidate existing data for 'one-stop' access to water quality information from specific aquifers to track spatial trends over time. This would involve partnership with Island Health Authority, Community Water System Operators and Accredited Laboratories. Framework would be piloted in the RDN and then potentially expanded to other regions in the Province.

Englishman River Watershed Recharge Study

G. Henderson presented his Vancouver Island University directed research project on the Englishman River Watershed Recharge Study, integrating various methods including GIS layers and remote sensing data. The committee noted that a worthwhile follow up would be to look at recharge in relation to the mapped aquifers that underlie the Englishman River watershed; to essentially quantify where recharge within the watershed goes in terms of geologic unit (aquifer).

UNFINISHED BUSINESS

J. Pisani informed the committee that the *Policy B1.21 Groundwater assessment requirements for rezoning applications for subdivision in un-serviced areas* update is complete internally and is now at the expert review stage, engaging three professional hydrogeologists. The final revised policy is targeted to go to the RDN Board later this summer for approval.

REPORTS

Irrigation Check-Up Evaluation Report

J. Pisani spoke to the Team WaterSmart Irrigation Check-Up Evaluation Report, which determined if a change in participant's water consumption was observable, comparing average summer water use for the periods before and after participation in the Irrigation Check-Up Program. The majority (65%) of participants reduced their water use after their Team WaterSmart Irrigation Check-up. The report was circulated to committee members in the agenda package.

RDN Water Conservation Evaluation Report - Draft for Comment

J. Pisani provided information on the draft RDN Water Conservation Evaluation Report which is in progress. The draft was not circulated but figures were presented followed by verbal discussion. The committee was asked for feedback and ideas on water conservation measures moving forward. There was a discussion around promoting greywater re-use.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:30

CHAIR

Team WaterSmart Free Irrigation Check-up Service: Conservation Program Impact Evaluation

Prepared for Team WaterSmart, Drinking Water & Watershed Protection Program

Regional District of Nanaimo

By Hannah McSorley

March 2018

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OVERVIEW

Since 2011, the Regional District of Nanaimo's Team WaterSmart has provided a free irrigation check-up service to residents. This service is designed to identify water waste associated with automated irrigation systems, to educate the participants about efficient residential irrigation, and to positively disrupt high water consumption habits by facilitating outdoor water conservation. In 2011, the service was open to all interested residents in the RDN; and from 2012 to 2017, the service was targeted toward residents who were flagged for high summer water use. For each participating residential address, water meter data from RDN water service areas and each municipal water service area were collated and analyzed to quantify changes in summer water consumption following participation in this conservation program. Results of this analysis show that the Team WaterSmart Irrigation Check-up service coincided with reduced water consumption habits across the RDN for the majority of participants. Based on available data, sixty-five percent of participants across the RDN reduced their summer water-use after taking part in the Team WaterSmart Irrigation Check-up Service. Significant reductions in water use across the region averaged a net conservation of 5452 m³ (almost 5.5 million liters of water) from 2011 to 2016.

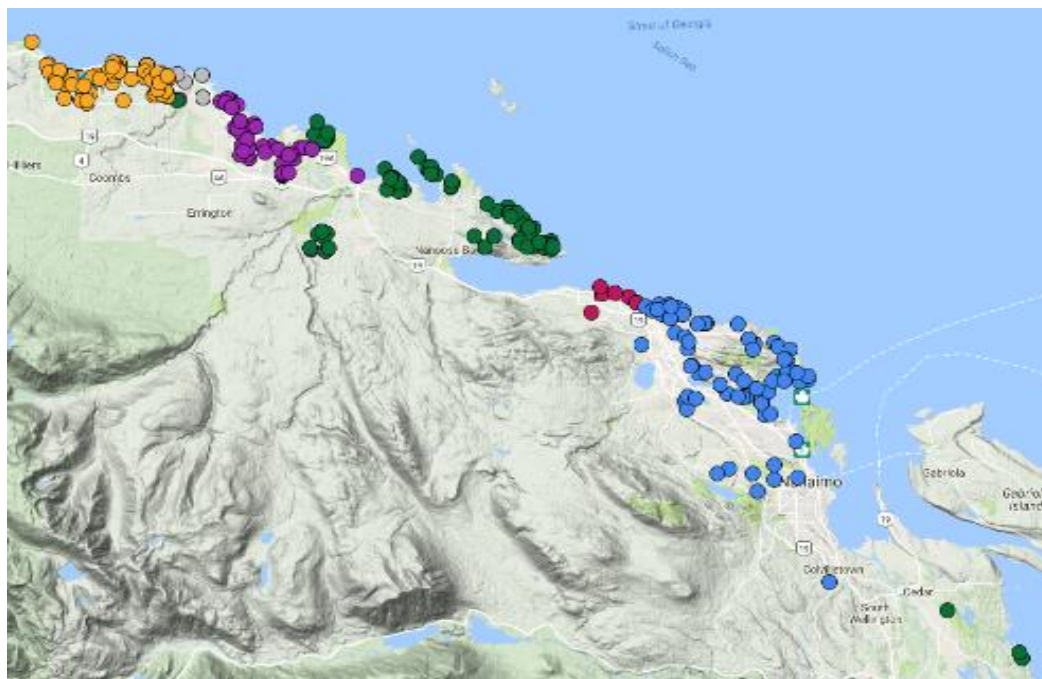


Figure 1: Team WaterSmart completed 299 free Irrigation Check-ups for high water-users across the region from 2011 - 2017. To access an interactive map use this link: [Interactive Map Link](#)

QUALITY ASSURANCE AND DATA HANDLING

Summer water-meter readings (May to September) were collated for all Irrigation Check-up participants in each water service area.¹ Data were checked for quality and accuracy to ensure that homeownership was consistent with the participant(s) through the period of record. The goal of this analysis was to evaluate the impact of Team WaterSmart Irrigation Check-up Service (TWS-ICS) on participant's water-use habits. As such, if home-ownership changed from the participant(s), the corresponding data was removed from analysis; and if a major leak was reported the corresponding summer data was removed as an outlier. Similarly, if insufficient data were available for a participant address they were not included in the analysis (for example, as of January 2018 there is no *after* data available for participants from 2017, so that group was excluded from this analysis). Table 1 summarizes the total number of irrigation check-ups performed (299) in each water service area and the portion (231) of data that was analyzed for each area.

Table 1: Number of TWS-IC Completed and Portion of Data Analyzed

Water Service Area	TWS-IC Completed	Insufficient Data	analyzed	Data Analyzed
Qualicum Beach	69	10	59	86%
Parksville	45	17	28	62%
Lantzville	10	2	8	80%
Nanaimo	81	20	61	75%
RDN	88	14	75	85%
EPCOR	6	6	0	0%
Regional Totals	299	69	231	77%

CALCULATIONS AND STATISTICS

Summer water consumption varies from year to year due to myriad unmeasured variables. To evaluate whether TWS-ICS helped participants to reduce summer water consumption, it was important to determine if a change in water consumption was observable above the variation in average summer water-use. Variation in each participant's water-use was calculated as the standard deviation from their average summer meter readings.² To measure changes in water consumption relative to participation in TWS-ICS, average summer water-use for the periods *before* and *after* participation were compared. A change in water consumption was considered significant if the absolute change was greater than the standard deviation; that is, a change was deemed significant if it was measurable outside of the annual variation in water use.³

¹ Data from the six participating residences in EPCOR water service area were not obtained

² Standard deviation is the statistical distribution of measurements around the average (results are often expressed as an average "plus or minus" the standard deviation).

³ Statistical significance was not calculated using *p values*, *z-test*, *t-test* or *matched-pairs*. In this report, "Significant" indicates that the absolute change in water-use was greater than the standard deviation of average water use.

RESULTS

This report includes several approaches to quantifying the impact of the Team WaterSmart Irrigation Check-up Service (TWS-ICS) program. Discussions of each approach follow, including evaluations by number of participants, year of participation, volumes of water, and notes on relationships between precipitation and summer water-use.

OVERALL CHANGES IN PARTICIPANT WATER USE

After taking part in TWS-ICS, sixty-five percent of participants across the Regional District of Nanaimo reduced their summer water use (Figure 2). Thirty-nine percent of participants reduced their consumption dramatically enough that it was measurable above their average fluctuation in use (“significant decrease”), and twenty-six percent reduced their overall water use by an amount that fell within the distribution of annual fluctuations (“minor decrease”). While the majority of participants in this program reduced their overall summer water-use following TWS-ICS, a minority (thirty-five percent), of participants increased their water use following participation, with fifteen percent increasing use significantly.

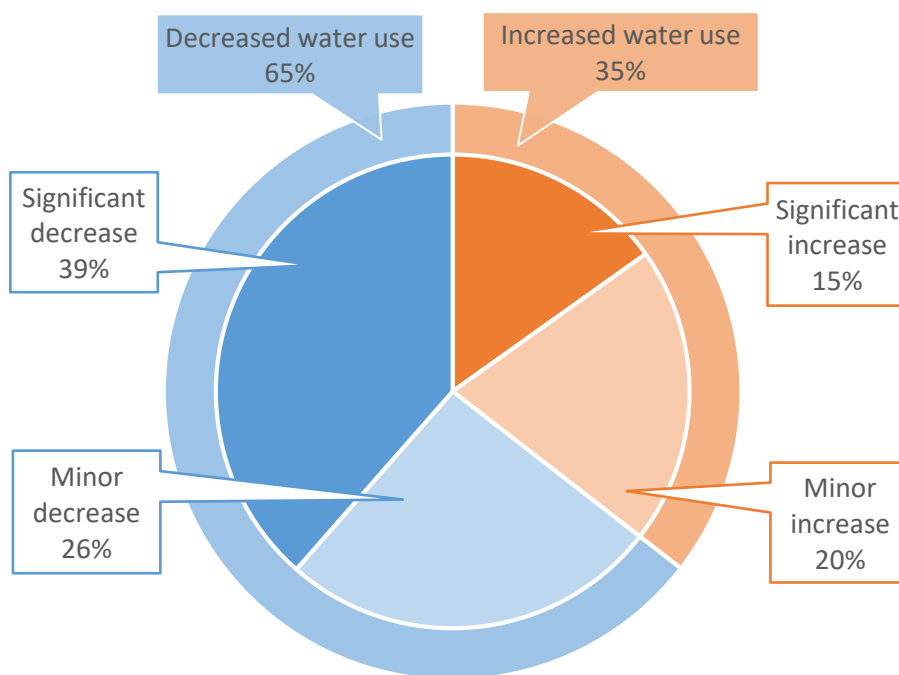


Figure 2: Summary of water-use changes for residents who participated in TWS Irrigation Check-up Service from 2011 to 2016 across all water service areas in the RDN. These results represent 75% of all participants from 2011-2017, based on available and adequate data. Of the data analyzed, 65% of participants reduced water use following TWS-ICS.

The overview shown in Figure 2 illustrates that over the lifetime of the Team WaterSmart Irrigation Check-up Service program (TWS-ICS), the majority of participants reduced their water use in a measurable way following participation and a minority of residents increased their water use following participation. As with any public service or program, not all participants will reap the benefits. Unfortunately, there is not enough information available to explain *why* some participant’s water consumption increased. However, the significant increase in water use is elaborated on in the section *Quantifying Conservation by Water Volume*.

EVALUATION BY YEAR

For each year of TWS-ICS, the resulting changes in water-use were dominated by reductions compared to increases. Figure 3 shows each year of TWS-ICS participants grouped into the four categories of water-use changes (significant and minor decreases and increases).

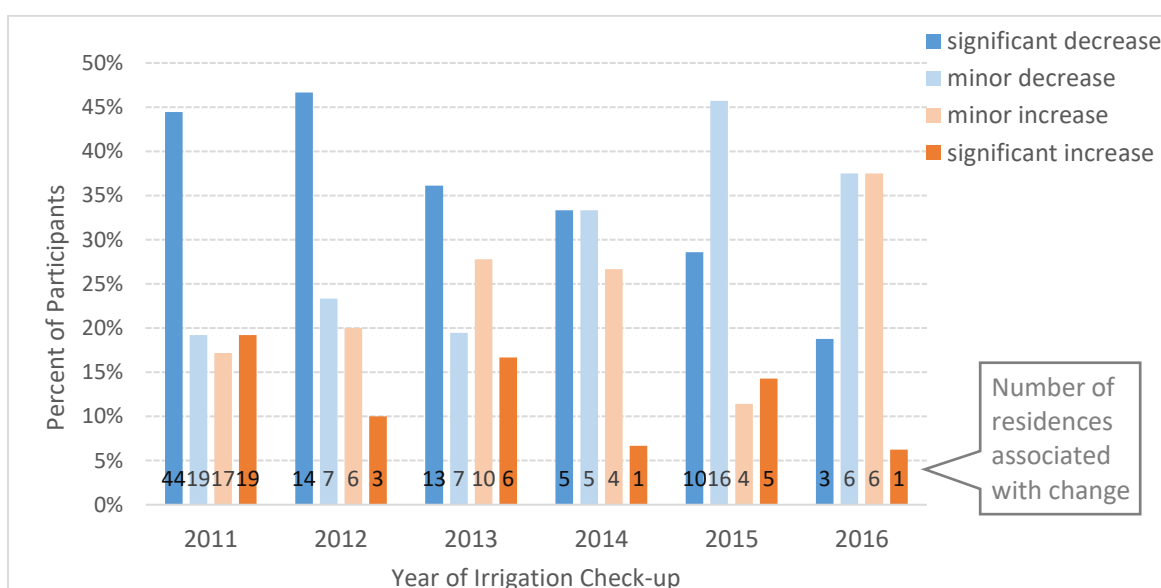


Figure 3: Impact of TWS-ICS by year of program offering, showing percent change in water-use (broken out by category of change) following participation and the number of participants associated with each change.

It is interesting to note that significant decreases in water use appear to decline with progressing years of the program, with a shift towards more minor decreases. For check-ups in 2016, only one year of summer water-use data was available to reference for the period after participation, which likely reduced the number of significant changes relative to minor changes. Similarly, participants from earlier years of the program had a longer follow-up period with a greater number of meter-readings to contribute to their water-use average, likely resulting in a greater proportion of significant decreases relative to minor decreases. If a similar analysis was completed in the future (when longer periods of water-meter records were available), it is very possible that the proportion of significant to minor decreases would shift to favor significant changes.

Each year of TWS-ICS had a different number of participants with a different distribution across regional water service areas. Table 2 summarizes the number of participants in each water service area for each year of TWS-ICS, as well as the total number of participants from each year.

Table 2: Number of participants by year of Team WaterSmart Irrigation Check-up in each area

Water Service Area	Number of Participants	2011	2012	2013	2014	2015	2016
Qualicum Beach	59	35	1	9	3	8	3
Parksville	28	9	7	5	3	4	0
Lantzville	8	0	1	2	4	0	1
Nanaimo	61	28	12	6	1	13	1
RDN	75	27	9	14	4	10	11
Total participants	231	99	30	36	15	35	16

EVALUATION BY SERVICE AREA

The number of participants in each water service area and the number of participants associated with each category of change are summarized in Table 3. The percentages of participants associated with each water-use change category are organized by water service area in Figure 4.

Table 3: Participants in each area and the number associated with each water-use change category

Water Service Area	Number of Participants	Significant decrease	Minor decrease	Minor increase	Significant increase
Qualicum Beach	59	29	16	11	3
Parksville	28	17	4	4	3
Lantzville	8	4	2	1	1
Nanaimo	61	14	13	14	20
RDN	75	25	25	17	8
Total Participants	231	89	60	47	35

The proportion of check-ups completed in each water service area (Table 3) does not indicate the overall changes seen in each area (Figure 4). For example, Nanaimo and Qualicum Beach had nearly the same number of participants (61 and 59, respectively) but changes in water use by number of participants in these area are very different.

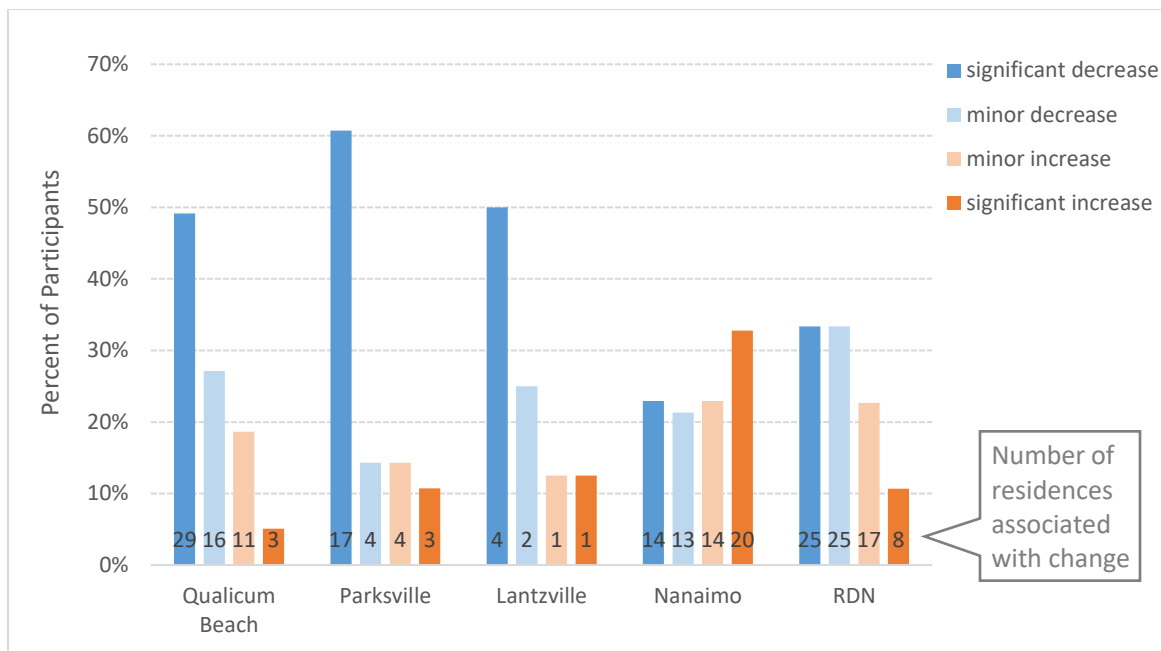


Figure 4: Changes in water-use by water service area, showing the percentage and number of participants associated with each category of change in water-use habits.

The majority of participants in each of the water service areas, except for the City of Nanaimo, reduced their water-use following participation in TWS-ICS. The results shown in Figure 4 reflect the number of participants associated with each category of change, but not necessarily their magnitude of influence on overall conservation. The available data offers no explanation as to why a majority of participants in the City of Nanaimo increased their water use in years following participation. However, some insight may be gained by evaluating the volumes of water associated with each water service area and each category of water-use change (next section).

QUANTIFYING CONSERVATION BY WATER VOLUME

The volumes associated with significant changes in water-use were used to quantify the magnitude of TWS-ICS impact on water conservation. Volumes associated with measurable significant change in water-use (volume changes greater than average variation in summer use) for participants in each water service area were compared. Figure 5 shows the cumulative volumes associated with significant increases and decreases in each area, including the net effect of these changes (i.e., how the volumes of significant increases and decreases balanced out).

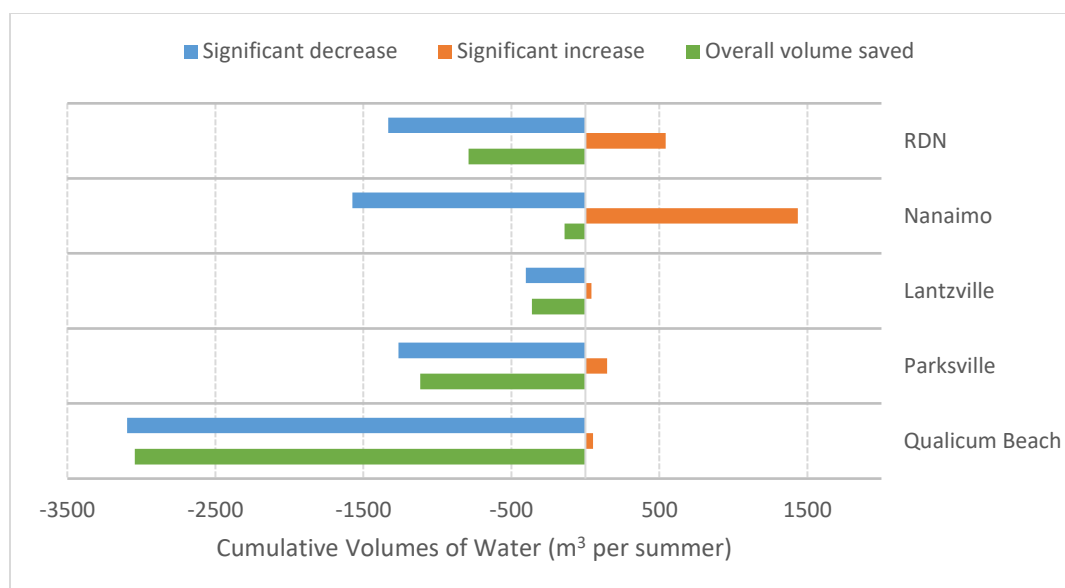


Figure 5: Cumulative volumes of water by area for all participants from 2011-2016 who significantly changed their water-use habits following participation in TWS-ICS. Negative volumes indicate significant water-use reductions and positive volumes indicate significant water-use increases. The green bars show the difference between increases and reductions, illustrating a net conservation in all water service areas over the lifetime of the TWS-ICS program.

Although a minority of participants increased their water use following participation in TWS-ICS, the cumulative volumes associated with significant decreases in water-use were much greater than the volumes associated with increased consumption (Figure 5). The balance between significant increases and decreases in volume resulted in net conservation of water in each area. So, although a majority of participants in Nanaimo increased their water-use, the associated volumes resulted in net conservation. From 2011 to 2016, participants across the region saved almost 5.5 million liters (5,452 m³) of water through significant reductions. These results, as well as the number of participants associated with each change, are summarized in Table 4.

Table 4: Cumulative Average Summer Volumes Associated with Significant Changes in Each Area

Water Service Area	Significant Decrease		Significant Increase		Total Volume Saved per Service Area (m ³)
	Volume (m ³)	Number of Participants	Volume (m ³)	Number of Participants	
Qualicum Beach	3096.3	29	52.5	3	3043.8
Parksville	1262.1	17	146.0	3	1116.1
Lantzville	403.2	4	41.3	1	361.9
Nanaimo *	1575.0	14	1434.2	20	140.9
RDN	1332.2	25	542.8	8	789.3
Region-wide total	7668.7	89	2216.7	35	5452.0

* converted from imperial gallons per day to cubic meters per summer, assuming 112 days in billing period

The net conservation by water service area (5452 m³) represents the cumulative average volume of summer water saved in all areas over the lifetime of TWS-ICS data analyzed.⁴ For six years (2011-2016) of TWS-ICS, the net conservation averaged to 908.7 m³ saved per summer. These region-wide conservation values are summarized in Table 5, which also shows the cumulative volumes associated with significant decreases and significant increases.⁵

Table 5: Net Conservation by Water Service Area: Outcomes Following TWS-ICS

Observed Change	Total Volume Associated (m³)	Average Volume per Summer (m³)
Significant decrease	7668.7	1278.1
Significant increase	2216.7	369.5
Overall volume saved	5452.0	908.7

Table 6 shows participant's average summer water-use for each area, with a region-wide average of 1334 m³ across all water service areas. Comparing the regional average water conservation (908.7 m³ /summer) and average summer water-use, participants across the region have conserved an average of sixty-eight percent of their average summer water use.

Table 6: Average Participant Water Use each Summer over the Years of TWS-ICS

Water Service Area	Average Summer Use per Participant by Year (m³)						Average Summer Use (m³)
	2011	2012	2013	2014	2015	2016	
Qualicum Beach	307	329	332	339	347	319	329
Parksville	249	252	239	254	229	240	244
Lantzville	263	233	325	194	135	222	229
Nanaimo *	250	267	288	313	262	275	276
RDN	255	248	248	302	229	258	257
Region-wide total	1325	1329	1432	1402	1200	1314	1334

* converted from imperial gallons per day to cubic meters per summer, assuming 112 days in billing period

Overall, participants from Qualicum Beach reduced their water use most dramatically and contributed most to the regional conservation total (Figure 5, Table 4). Participants from Qualicum Beach also used the greatest amount of water per summer on average. Conversely, the area with the lowest average summer use (Lantzville) did not contribute the least to overall conservation.

⁴ The net conservation is based on the volume difference between significant changes only, as minor changes do not have a measureable volume outside of inter-annual variation.

⁵ Volumes from Nanaimo were converted from Imperial Gallons per day to cubic meters per summer, assuming 112 days per summer billing period. If the summer billing period was longer, the net volume conserved would be greater than what is shown here (e.g. for 124 day billing period in Nanaimo, net conservation would be 5,467 m³).

PRECIPITATION AND WATER-USE PATTERNS

Summer water-use is predominantly outdoor irrigation; hypothetically, when it rains more, less water should be required for outdoor irrigation. To test this hypothesis, average summer precipitation was compared to average summer water-use in each area. Total precipitation data from Environment Canada were obtained from Little Qualicum Hatchery, Qualicum Beach Airport, Nanaimo City Yard, and Nanaimo Airport weather stations. The location of each weather station relative to the locations of TWS-IC is shown in Figure 6. Total precipitation data from each weather station were averaged for the summer period of May to September for each year of TWS-ICS. From 2011 to 2016, there were differences between precipitation measurements made at each weather station, but there were similar rainfall trends (Figure 7). Because local rainfall patterns vary, amounts of precipitation received at each participating TWS-ICS property would not necessarily be represented accurately by measurements made at any one weather station. Therefore, a “regional rainfall” was calculated by averaging the total precipitation at each of the four weather stations. Figure 7 shows the average rainfall measured at each weather station, as well as the average regional rainfall (with error bars expressing the range between each station’s measurements). To search for an observable relationship between summer water use (outdoor irrigation) and precipitation, regional rainfall was graphed with average summer water use from each area (Figure 8). In addition to Figure 8, individual graphs of each water service area and regional precipitation are appended to this report to better illustrate the unique relationships between high water-users summer consumption and precipitation in each water service area.⁶

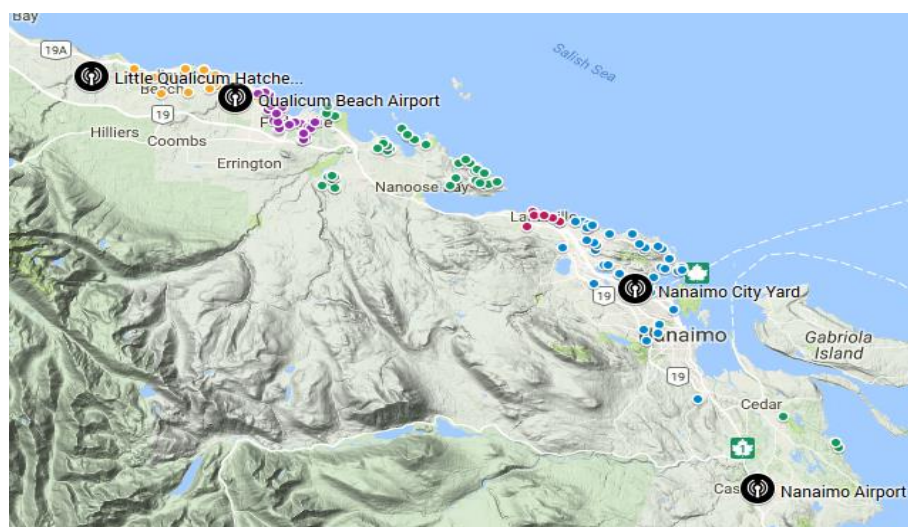


Figure 6: locations of each Environment Canada Weather Station in the RDN (black icons), and their relative position to Irrigation Check-up locations. Access an interactive via this link: [Interactive Map Link](#)

⁶ Recall that this data represents the *high-water-users* who participated in TWS-ICS and the relationships between water-use and precipitation may or may not be representative of water-use patterns across each water service area for *all* residents.

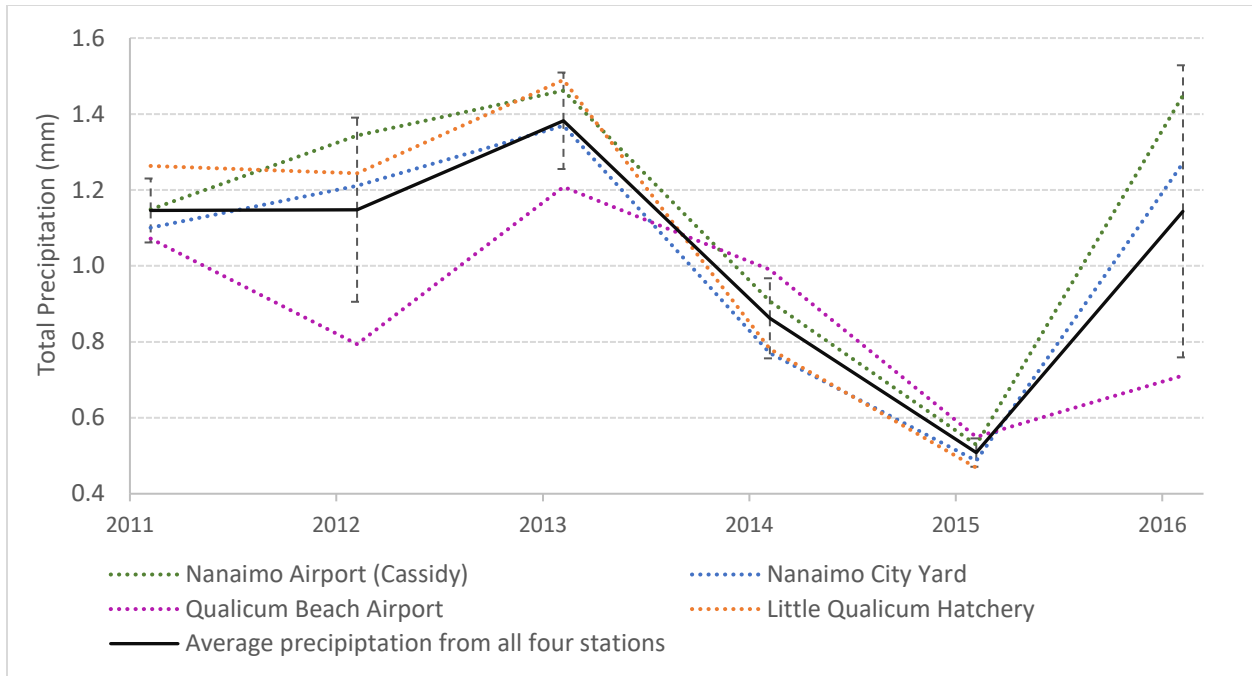


Figure 7: Total precipitation data from each of four weather stations operated by Environment Canada that are within the Regional District of Nanaimo, with regional precipitation average based on each station. Error bars on the average precipitation express the variation in measurements between the four stations.

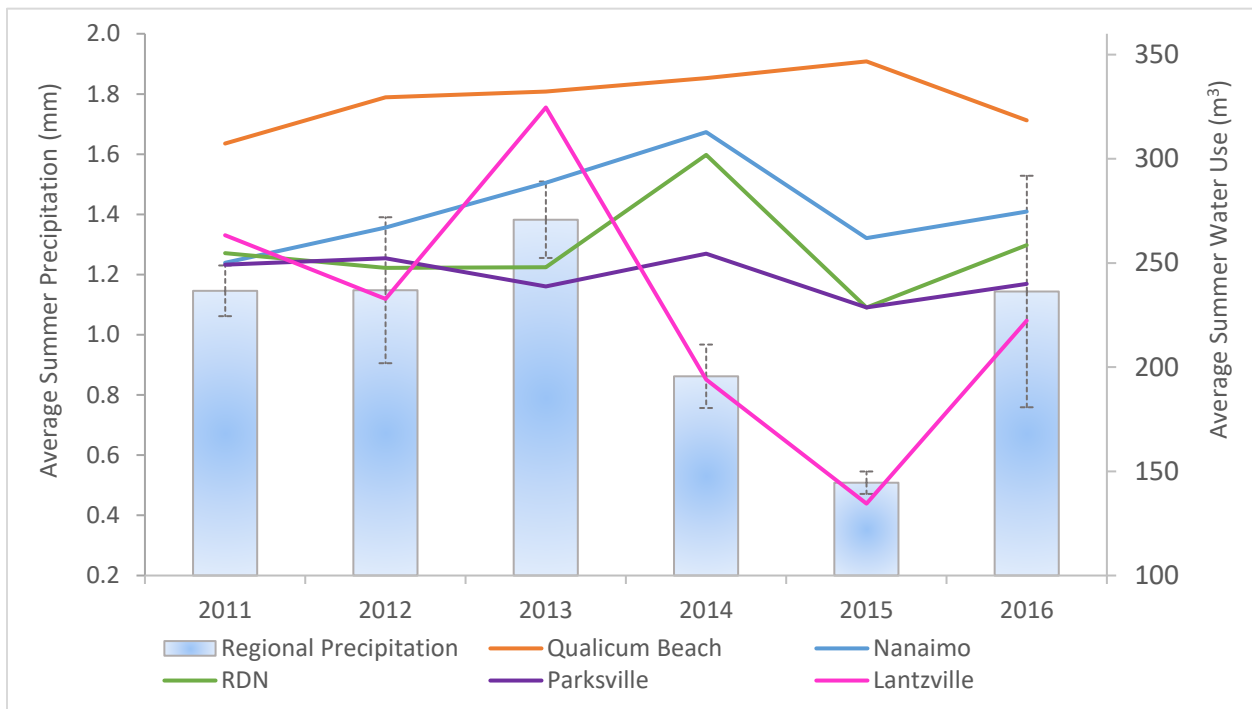


Figure 8: Plot showing the relationships between average regional summer precipitation (columns) and average water use in each water service area (lines). See appendix for more detail.

During the period of 2012 to 2016, a consistent region-wide relationship was not observed between summer precipitation and water-use for all TWS-ICS participants. However, there are unique patterns to this relationship in each water service area (Figures A1 to A5, appended).

In Qualicum Beach, participant water-use did show an inverse relationship to precipitation. A similar inverse relationship was observed for Parksville participants, except that in Parksville, participants reduced water-use during the drought of 2015 while Qualicum Beach water-users increased consumption during that summer. In Lantzville, there appears to have been a positive relationship between water-use and rainfall – they follow the same trend, which is contrary the expected pattern. In the RDN water service areas, there was an inconsistent pattern of water-use relative to precipitation. There was evidence of an inverse relationship between water-use and rainfall in 2013 and 2014 in RDN water service areas but that relationship changed for 2015 and 2016. Nanaimo water-use showed little visible dependence on rainfall from 2011 to 2014 but did decrease during the drought of 2015.

Rainfall is likely a variable to influence water-use, but there are other factors at play in that relationship. Local patterns in precipitation can vary dramatically from one neighborhood to the next, and in the case of drought, watering restrictions influence water-use habits. However, each water service area shows unique water-use responses to precipitation which may speak to differences in local geology and topography as well as neighborhood influences (for example, socio-economic differences, aesthetic values, local landscaping preferences). It is encouraging to see that in the summer of 2015 when regional drought conditions were extreme, there was a predominant decrease in water-use in each area, with the exception of Qualicum Beach.

CONCLUSIONS

Outdoor irrigation is the primary use of residential water during summer months. Rainfall is one variable that likely effect water-use habits, but a relationship between water use and precipitation was not defined in a way that could explain trends in water-use across the RDN. An interesting observation was made, that each water service area displayed a unique water-use response to precipitation.

Team WaterSmart's free Irrigation Check-up service (TWS-ICS) aims to promote water conservation through education about water efficient irrigation. The majority (65%) of TWS-ICS participants reduced their summer water-use in the years following participation. Water use fluctuates from year-to-year at any given property, and sixty percent of the participants who reduced their water-use (39% of total participants) did so at volumes that were greater than their normal fluctuations, that is the reduction in water use stood out beyond annual variations.

Participants from each Check-up year demonstrated an overall reduction in water-use. The majority of participants from Qualicum Beach, Parksville, Lantzville and the RDN Water Service Areas demonstrated significant decreases in water-use following participation. A slight majority of participants in the City of Nanaimo increased water consumption, but the volume of water associated with significant decreases was much greater than the volume associated with increases, and overall water conservation was observed in Nanaimo (as in all other areas).

Participants in each water service area generated a net conservation by water volume. Despite fifteen percent of participants, region-wide, having some measureable increase in water-use following participation, the associated volumes resulted in net conservation of water. Based on significant changes in volumes used, participants from 2011 to 2016 conserved an aggregate volume of 5,452 m³, which is equivalent to an average reduction of 908.7 m³ per summer. The total volume of water conserved was equivalent to sixty-eight percent of average summer water-use for participants across the region.

Results of this analysis indicate that the Team WaterSmart Irrigation Check-up service had a positive impact on summer water-use patterns for the majority of participants, and resulted in net conservation of water across the region. Participation in this program coincided with significant shifts toward water conservation, and considerable volumes of water were saved during summer months following participation.

APPENDIX

PROGRAM SUGGESTIONS

1. Implement a more formal registration process, possibly an online form, which collects the following information:

- Length of tenancy at address
- Water-use highlights: aside from irrigation, is there a pool / hot-tub / fountain / water-feature
- Plans to sell the property (when)
- Water service provider
- Disclosure agreement for permission to access water-usage data for statistical analysis
- Information on who installed the irrigation system and when, or if it was inherited with the house

2. Take a pressure gauge to each check-up and record on-site water pressure at a hose faucet. While this will not indicate the exact pressure in the irrigation system, it will indicate the overall water pressure on the property, which could speak to the need for pressure adjustment in the irrigation system.

GRAPHS OF PRECIPITATION AND WATER USE IN EACH WATER SERVICE AREA

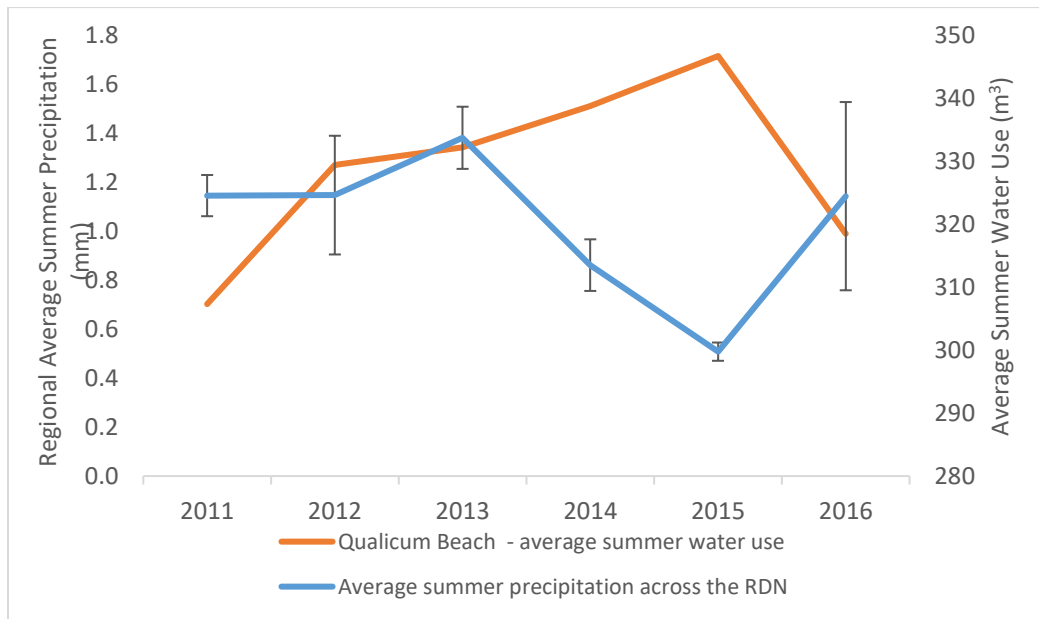


Figure A1: Relationship between average summer precipitation and water-use in the Qualicum Beach water service area. There is evidence of an inverse relationship between water-use and precipitation, even during the drought of 2015.

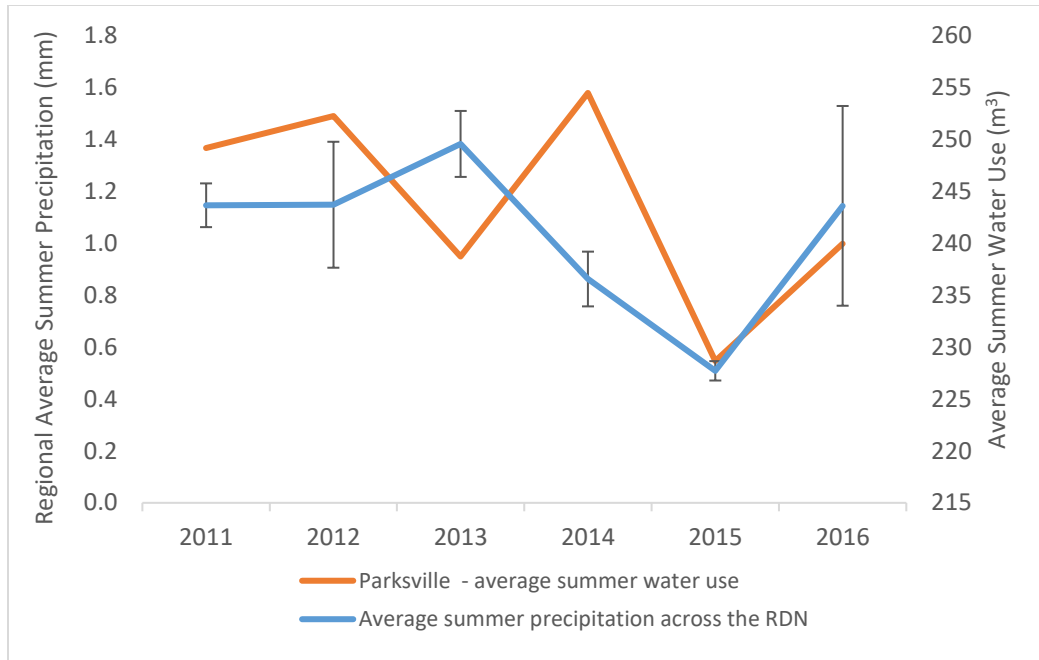


Figure A2: Relationship between average summer precipitation and water-use in the Parkville water service area. There is evidence of an inverse relationship between water-use and precipitation, except in 2015 during an extreme drought.

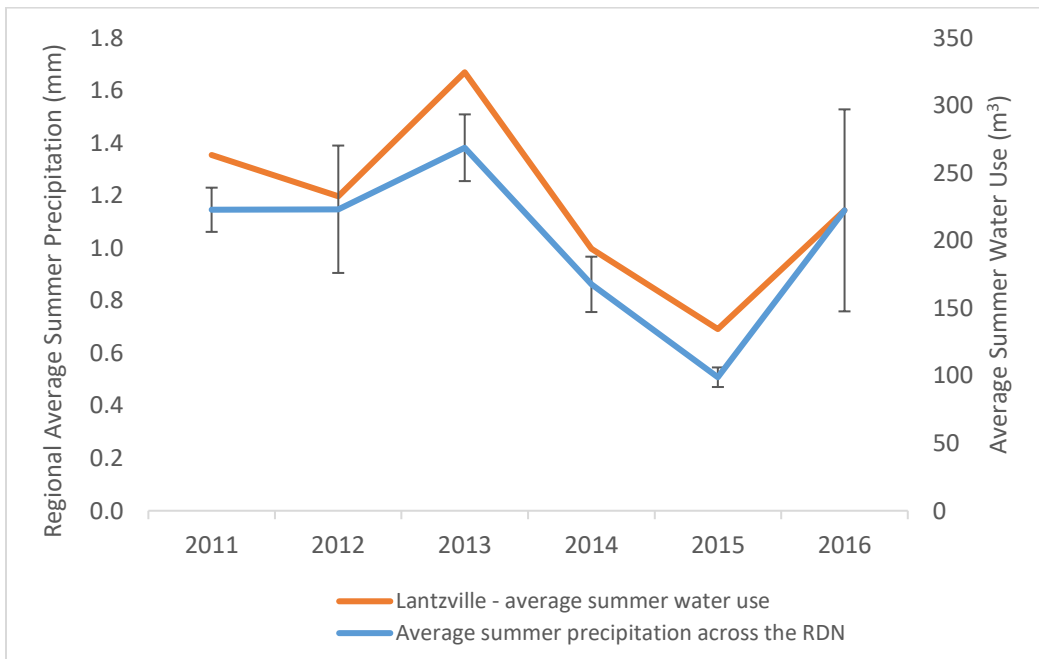


Figure A3: Relationship between average summer precipitation and water-use in the Lantzville water service area. There is evidence of a direct relationship between water-use and precipitation, which is contrary to the expected inverse relationship.

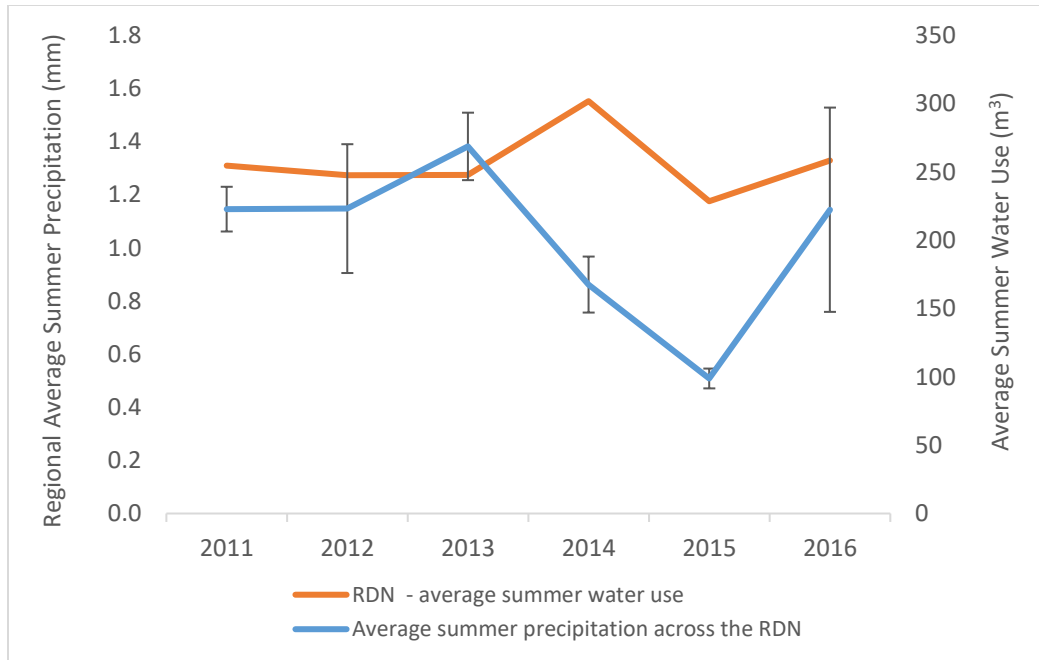


Figure A4: Relationship between average summer precipitation and water-use in the RDN water service areas. There is no clear pattern of a direct or inverse relationship between water-use and precipitation, but water use did decline during the drought of 2015.

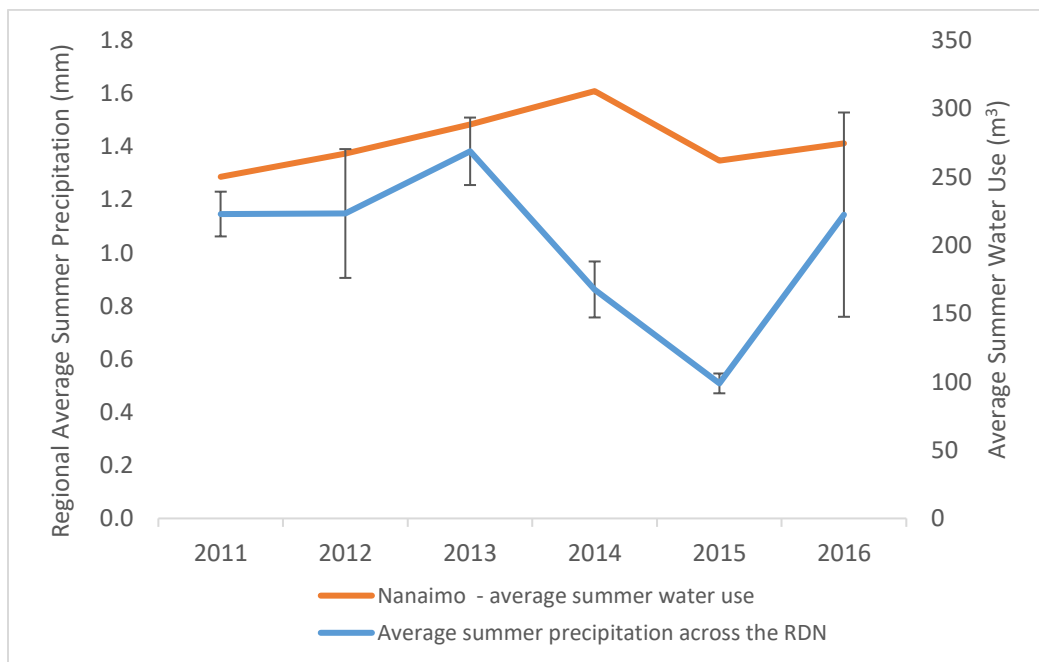


Figure A5: Relationship between average summer precipitation and water-use in the Nanaimo water service area. There is no clear pattern of a direct or inverse relationship between water-use and precipitation, but water use did decline during the drought of 2015.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION MEETING

Thursday, April 19, 2018

2:00 P.M.

Oceanside Place

In Attendance:	Commissioner J. Fell	Chair
	Commissioner K. Burden	City of Parksville
	Commissioner N. Horner	Town of Qualicum Beach
	Commissioner E. Young	School District 69 Trustee
	Commissioner L. Krofta	Electoral Area E
	Commissioner R. Nosworthy	Electoral Area F
Regrets:	Commissioner B. Veenhof	Electoral Area H
	Commissioner T. Malyk	Electoral Area G
Also in Attendance:	Director B. Rogers	Electoral Area E
	T. Osborne	Gen. Mgr. Recreation and Park Services
	D. Banman	Mgr. Recreation Services
	M. Chestnut	Superintendent, Aquatic Services
	A. Harvey	Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as amended to consider Reports prior to Correspondence.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

District 69 Recreation Commission Meeting - February 15, 2018

It was moved and seconded that the minutes of the District 69 Recreation Commission meeting held February 15, 2018, be adopted.

CARRIED UNANIMOUSLY

REPORTS

Recreation Services Master Plan for District 69 (Oceanside) 2019-2029

S. Slawuta via teleconference presented the Recreation Services Master Plan for District 69 and answered questions from the Commissioners.

The Commissioners discussed the Master Plan, its recommendations and how the Commission should proceed with the approval of the document.

It was moved and seconded that the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 be approved as presented.

It was moved and seconded that the Commission amend the main motion by deleting the words "as presented" and add "as a guiding document".

CARRIED UNANIMOUSLY

The vote was taken on the main motion as amended:

That the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 be approved as a guiding document.

Opposed (2): Commissioner Nosworthy, and Commissioner Horner

CARRIED

CORRESPONDENCE

It was moved and seconded that the following Correspondence be received for information:

J. Malcom, Oceanside Building Learning Together, re: Commission Makerspace Tour

G. Filipski, Ravensong Patron, re: Ravensong

M. Albert, Ravensong Action Group, re: Master Plan and Ravensong Renovations

Correspondence to B. Veenhof, re: Ravensong Pool

M. Sluyter, Ravensong Patron to B. Veenhof, RDN Chair, re: D69 Swimming Pool

B. Girard, D. Sharp, Ravensong Patrons to B.Veenhof, RDN Chair, re: Swimming Pool Upgrade

CARRIED UNANIMOUSLY

J. Malcom, Oceanside Building Learning Together, re: Commission Makerspace Tour

The Commission discussed the time of the invitation to tour the Makerspace. They will attend on their own time.

COMMISSIONER ROUNDTABLE

Commissioners gave updates of their prospective areas to the Commission.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:00 PM

CHAIR

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE MEETING

Friday, April 6, 2018

2:00 P.M.

RDN Board Chambers

In Attendance:	Director H. Houle	Chair
	Director J. Fell	Electoral Area F
	Director T. Westbroek	Town of Qualicum Beach
	J. Thony	Regional Agricultural Organization
	M. Ryn	Regional Agricultural Organization
	K. Wilson	Representative District 68
	G. Laird	Representative District 68
	R. Thompson	Representative District 69
Regrets:	K. Reid	Shellfish Aquaculture Organization
	C. Watson	Representative District 69
Also in Attendance:	J. Holm	Mgr. Current Planning
	N. Redpath	Planner, Long Range
	P. Sherman	Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as amended to include a verbal update report on the Gathering For Events in the ALR project and an item of new business.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Agricultural Advisory Committee Meeting - February 16, 2018

It was moved and seconded that the minutes of the Agricultural Advisory Committee meeting held February 16, 2018, be adopted.

CARRIED UNANIMOUSLY

REPORTS

Request for Comment on Subdivision in the Agricultural Land Reserve Application No. PL2018-012 - 2789 and 2783 Haslam Road, Electoral Area 'A'

Robyn Kelln, the owner's representative, addressed the committee and referenced to a letter from Keystone Environmental Ltd., dated April 3, 2018, regarding the comments/concerns that were raised during the site visit at 2789 and 2783 Haslam Road.

The meeting recessed at 2:10 pm.

The meeting reconvened at 2:18 pm.

It was moved and seconded that the letter from Keystone Environmental Ltd. be received as correspondence.

CARRIED UNANIMOUSLY

It was moved and seconded that the application for Subdivision in the Agricultural Land Reserve Application No. PL2018-012 – 2789 and 2783 Haslam Road, Electoral Area 'A' be forwarded to the Agricultural Land Commission with a recommendation to refuse.

It was moved and seconded that the main motion be amended to forward the application for Subdivision in the Agricultural Land Reserve Application No. PL2018-012 – 2789 and 2783 Haslam Road, Electoral Area 'A' to the Agricultural Land Commission with a recommendation that the subdivision be approved if the separate title that is created retains its agriculture status so that the site can only be used for farm use.

Opposed (5): Director Westbroek, M. Ryn, G. Laird, K. Wilson, J. Thony

DEFEATED

The vote was taken on the main motion as follows:

It was moved and seconded that the application for Subdivision in the Agricultural Land Reserve Application No. PL2018-012 – 2789 and 2783 Haslam Road, Electoral Area 'A' be forwarded to the Agricultural Land Commission with a recommendation to refuse.

CARRIED UNANIMOUSLY

Agricultural Land Commission Final Decisions Chart

There were no new decisions from the Agricultural Land Commission since the last Agricultural Advisory Committee meeting of February 16, 2018.

Gathering for Events in the Agricultural Land Reserve – Verbal Update

N. Redpath informed the committee that bylaw amendments 500.413 and 1285.29 regarding gathering for events in the Agricultural Land Reserve (ALR) received first and second reading. Both public hearings for the amendment bylaws will be held on April 16, 2018 in the Regional District of Nanaimo Board Chambers. The next steps were outlined with the amendment bylaws being brought to the Board meeting in April for a potential third reading. A report is being proposed to investigate the use of a permitting system for events in the ALR and an educational brochure to reflect the proposed bylaw amendments are being developed.

NEW BUSINESS

2018 Agricultural Advisory Committee (AAC) Workshop

M. Ryn spoke about attending the 2018 Agricultural Advisory Committee Workshop.

Protection is Not Enough: Policy Precedents to Increase the Agricultural Use of British Columbia's Farmland

M. Ryn recommended reading the report from the Institute for Sustainable Food Systems, Protection is Not Enough: Policy Precedents to Increase the Agricultural Use of British Columbia's Farmland.

Volunteer Appreciation Events

J. Holm spoke about the upcoming volunteer appreciation events.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:00 PM

CHAIR

TO: Committee of the Whole **MEETING:** April 10, 2018

FROM: Dean Banman
Manager, Recreation Services

SUBJECT: Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029

Please note: The recommendation was varied by the Committee as follows:

That the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 be approved as a guiding document.

RECOMMENDATIONS

1. That the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.
2. That the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that additional project planning, community review, cost estimate information and funding sources be completed for the District 69 Recreation Commission and the Board prior to the 2019 - 2024 Financial Plan review:
 - a) Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
 - b) Construction and operation of an artificial turf field.
 - c) Expansion of Ravensong Aquatic Centre.

SUMMARY

The Regional District of Nanaimo initiated the development of an updated Recreation Services Master Plan for District 69 (Oceanside) in the fall of 2016. Once approved by the RDN Board the Master Plan will be a strategic document used in mapping out the future provision of recreation services in District 69 for the years 2019 - 2029. The Master Plan will provide guidance in areas such as the RDN's role and responsibilities in recreation services, identifying potential opportunities and strategic approaches to recreation infrastructure.

As per the 2016 Board approved Terms of Reference for the Master Plan, the following four specific areas have been addressed in the draft plan with rationale and recommendations:

1. Ravensong Aquatic Centre expansion feasibility and demand
2. Possible alternative uses for the District 69 Community Arena
3. Demand and feasibility for an outdoor multi-sport complex
4. Current and future demand for the District 69 Community Arena to operate as a curling club

The Master Plan contains 34 recommendations divided into two categories:

1. Service Delivery and Programming
2. Infrastructure

A summary of these recommendations can be found within this report under the Background section, in more context within the Master Plan Executive Summary (Attachment 1) and in complete detail within the Master Plan (Attachment 2). If the Board approves of the Plan, the implementation of the Plan's recommendations will take place under the direction of the RDN Board and with guidance from the District 69 Recreation Commission.

Attachments 3 to 9 provide preliminary estimates of capital and operating cost impacts for the higher priority infrastructure projects included in the report recommendations.

BACKGROUND

In June 2016 the Terms of Reference for the development of an updated Master Plan were approved by the Regional Board.

Community engagement was conducted between December 2016 and March 2017 and included input from 1,687 residents via a community survey, interview and discussion sessions with participants representing over 30 various community organizations and a community group questionnaire completed by 60 organizations.

On July 26, 2017 the Board approved for the State of Recreation Research Report to be forwarded to both the District 69 Recreation Commission and the Recreation Services Master Plan Advisory Committee for information and comment prior to inclusion in the Master Plan as a reference document. The Recreation Services Master Plan Advisory Committee endorsed the Report in August 2017 followed by the District 69 Recreation Commission in September 2017.

The first draft of the Master Plan was presented to the RDN Board in October 2017 and the District 69 Recreation Commission in November 2017. Included in the presentations was information on the planned open houses and the launch of the online community engagement through the RDN website, *Get Involved RDN*. A number of RDN Board Directors and District 69 Recreation Commission members attended the open houses held in November 2017.

Through September to November 2017, the Oceanside community was engaged in providing feedback on the Draft Master Plan. Stakeholders, community groups and residents had the opportunity to review the project and draft Plan online via the *Get Involved RDN* project portal and through one of the five open houses that occurred through the communities of Oceanside. Revisions to the Master Plan were made based on the feedback from the Board, Commission, Master Plan Advisory Committee and community. A summary of all feedback in a report titled *Public Draft Master Plan "What We Heard"* can be found in Attachment 2 on page 84.

Rationale and research around each of the recommendations has been provided in the Draft Master Plan in order to substantiate and add context to both the recommendations and suggested implementations. Below is a summary of the recommendations for each of the two categories (Service Delivery and Programming and Infrastructure).

Service Delivery and Programming Recommendations

1. Existing staffing levels and the organizational model are sustainable for the current level of recreation services.
2. Increase in service delivery in the areas of cross-sectoral partnerships, community capacity building, collaborations and engagement frameworks should be further examined and will require additional resources (staff and funding).

3. The combination and weighting of direct and indirect programming and service provision by the Recreation and Parks department is well balanced; however, opportunities to expand the two programming types should be considered.
4. A governance review should be completed every ten years.
5. Arts and cultural programming opportunities should continue to be a focus at an introductory level. Building arts in Oceanside and further engagement with Town of Qualicum Beach and City of Parksville to further understand previous planning both municipalities have undertaken related to arts and culture should be considered.
6. The provision of the Financial Assistance Program and the Inclusion Support Program should continue with increased efforts to raise awareness of both programs.
7. Consideration should be given to supporting the start-up of a local KidSport chapter.
8. Existing priority placed on the marketing of recreation programs and opportunities should continue.
9. Strategic planning initiatives in the areas of community events, older adults/age friendly needs and demands and review of the Youth Recreation Strategic Plan should be undertaken.

Infrastructure

1. The addition of a leisure aquatic tank or leisure aquatic tank plus adding two lanes to the existing main tank of Ravensong Aquatic Centre are considered viable options in meeting the need and demand for additional aquatic services.
2. A medium size (3,000 ft² to 5,000 ft²) fitness and wellness space should be integrated into an existing facility (Ravensong Aquatic Centre at time of expansion or at Oceanside Place in the leisure ice "Pond" area if skating no longer deemed the best use for the space).
3. The development of a larger size (> 5,000 ft²) fitness and wellness centre should be revisited and further reviewed in ten years.
4. The RDN work collaboratively with the City of Parksville and Town of Qualicum Beach in determining the future of the existing District 69 Arena site and future service levels for curling in District 69¹.
5. The RDN work with community partners (City of Parksville, Town of Qualicum Beach, Qualicum School District, community sport organizations) to better use underutilized field space and that field use continue to be monitored.
6. The development of a full scale outdoor multi-use sport complex should be deferred for at least five years.
7. The development of a full scale indoor multi-purpose facility should be deferred for at least five years.
8. The priority placed on utilizing existing community space in ensuring recreational opportunities are geographically balanced and should continue.
9. Re-purposing the leisure ice space at Oceanside Place to meet other recreation needs may be warranted.

It has been noted through the development of the updated Master Plan that a number of the same capital project demands were initially identified in the 2006 Recreation Services Master Plan (athletics track, major outdoor sport complex, sport field development, expansion in aquatic services) and continue today. It is anticipated that these demands will continue until met with some increase in capacity.

¹ At the March 27, 2018 Regional Board Meeting Lease Agreements for five year terms were approved with the City of Parksville and the Parksville Curling Club for the operation of the District 69 Arena as a Curling Club.

ALTERNATIVES

1. That the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.
2. That the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 not be received or forwarded to the District 69 Recreation Commission for final review.
3. That the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that staff be directed to undertake additional project planning, community review and cost estimate information for the District 69 Recreation Commission and the Board leading up to the 2019 - 2024 Financial Plan review:
 - a) Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
 - b) Construction and operation of an artificial turf field.
 - c) Expansion of Ravensong Aquatic Centre.
4. That the infrastructure projects recommended by staff not be given priority consideration and alternate direction be provided.

FINANCIAL IMPLICATIONS

As detailed within the Master Plan it is projected that recreation service levels will need to diversify and increase to meet resident demand. Included in the Master Plan are the recommendations to undertake a number of large infrastructure projects that will require further prioritization and ranking. Staff will be providing additional reports on the infrastructure projects that have prioritized within the Master Plan.

A number of funding sources have been identified as being necessary particularly in the case of large infrastructure projects². Grants from senior levels of governments, user fees and charges, user group fundraising and contributions, corporate sponsorships, amenity contributions (for applicable recreation facilities), development cost charges (for applicable park and field developments) along with tax requisitions will all play a role in the building and operation of large capital projects. As business plans are developed for the capital projects more details on funding sources will be presented to the Board.

The Capital Projects Summary from page VI of the Executive Summary of the Plan is shown below to provide details on both the recommended time frame of capital projects as well as cost estimates in 2018 dollars.

² Financial requirements and potential funding sources for all the recommendations have been identified beginning on page 58 within Section Six of the Master Plan. Attachments 3 – 9 provide further analysis on the Master Plan's recommendations that pertain to larger Infrastructure projects.

Potential 2019 - 2029 District 69 (Oceanside) Recreation Master Plan Capital Projects Summary

Project	Priority	Potential Development Timing & Costs* (2018, \$M)			
		Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Years)	Undetermined
Future curling facility options. (Recommendations #20, 21)	1		\$1M ^A		\$4M – \$9M
Upgrades to the track at Ballenas Secondary School. ³ (Recommendation #24)	2	\$0.5 – \$1M			
Ravensong Aquatic Centre expansion. (Recommendation #18 – Option 1)	T3 ^B	\$8.6M ^C			
Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18 – Option 2)	T3 ^B	\$10.9M ^C			
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3 ^B		\$1.5M – \$3M		
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30)^D	T3 ^B				\$0.100M – \$1M
New indoor recreation and fitness space. (Recommendations #26, 29)	T4 ^B				\$10M – \$20M
Outdoor multi-use sport complex. (Recommendation #23)	T4 ^B				\$5M – \$10M

* Capital cost escalation in B.C. is anticipated to range between 8 – 10% annually between 2018 – 2020. As such, these figures presented in the chart below will require updating as future project planning occurs.

A - Estimated cost to demolish the existing facility if required.

B - The letter “T” in the priority column indicates a tied priority.

C - Timing to be clarified through further planning and resourcing discussions.

D - Only required if utilization can’t be increased in the existing configuration/use.

As noted above and throughout the Master Plan, while demand exists for a number of capital projects within a relatively short time frame, financial limitations will require priorities to be set and a number of funding sources utilized for both capital and ongoing operations.

It is anticipated applicable grants will need to be obtained to assist with the recreation infrastructure projects identified. Grant programs that would be applied to once available include Federal Gas Tax Funds, Community Works Funds, possible new programs under the Building Canada Fund or through Western Economic Diversification, and the Tire Stewardship BC Community Grant.

³ At the March 27, 2018 Regional Board Meeting staff were directed to enter into discussions with School District #69 regarding the feasibility of upgrading the training track at Ballenas Secondary School.

For the cost estimates provided in each of the infrastructure recommendations included in Attachments 3 through 9 capital costs and impacts to annual operating budgets have been included. The estimate for the potential removal of the District 69 Arena assumes no grant funding as it is unlikely any would be available for this work. Costs estimates in the attachments for Ballenas training track, artificial turf field and Ravensong Aquatic Centre are presented both with an assumption of 50% grant funding and with no grant funding (fully funded from taxes). For the expansion of Ravensong Aquatic Centre increases in both revenue and expense are incorporated that would be generated by an expansion. In addition, the cost of \$121,000 to undertake the electoral approval process to borrow for the pool expansion project 2021 has been included.

Attachments 8 and 9 are a summary of estimated impacts to the tax requisition by member if all projects included were to proceed over the time period projected both with 50% grant funding for the training track, artificial turf field and Ravensong expansion and estimated impacts with no grant funding. These estimates are based on 2018 construction costs and 2018 assessments. Actual impacts will vary depending on final timing of projects, construction inflation and development within the Oceanside area.

STRATEGIC PLAN IMPLICATIONS

Providing a Master Plan for District 69 (Oceanside) Recreation Services is consistent with the RDN Board's strategic priorities. More specifically the creation of a master plan to use as a guiding document aids in the focus on relationships (volunteerism, community partnerships), service and organizational excellence (funding infrastructure through asset management with a balance of property assessment and usage as funding sources and recreational amenities as core services).

The draft Master Plan also includes a future vision and service goals for recreation services that align with not only RDN Board strategic priorities but also both Provincial and Federal recreation and wellness frameworks.



Dean Banman
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April 3, 2018

Reviewed by:

- Tiffany Moore, Manager, Accounting Services
- Wendy Idema, Director, Finance
- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Executive Summary - District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029
2. District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029
3. Financial Projections - Removal of District 69 Arena
4. Financial Projections - Ballenas Track and Construction and Operation of an Artificial Turf Field (With Grant Funding)
5. Financial Projections - Ballenas Track and Construction and Operation of an Artificial Turf Field (No Grant Funding)
6. Financial Projections - Expansion to Ravensong Aquatic Centre (With Grant Funding)
7. Financial Projections - Expansion to Ravensong Aquatic Centre (No Grant Funding)
8. Financial Projections - Tax Requisitions for all Participating Areas, Completion of Ballenas Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre (With Grant Funding)

9. Financial Projections - Tax Requisitions for all Participating Areas, Completion of Ballenas Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre (No Grant Funding)

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE)

RECREATION SERVICES MASTER PLAN

MARCH 2018 (FINAL DRAFT)

DOCUMENT #2 OF 2 (THE STATE OF RECREATION IN DISTRICT 69 RESEARCH REPORT HAS BEEN PUBLISHED AS A SEPARATE DOCUMENT.)

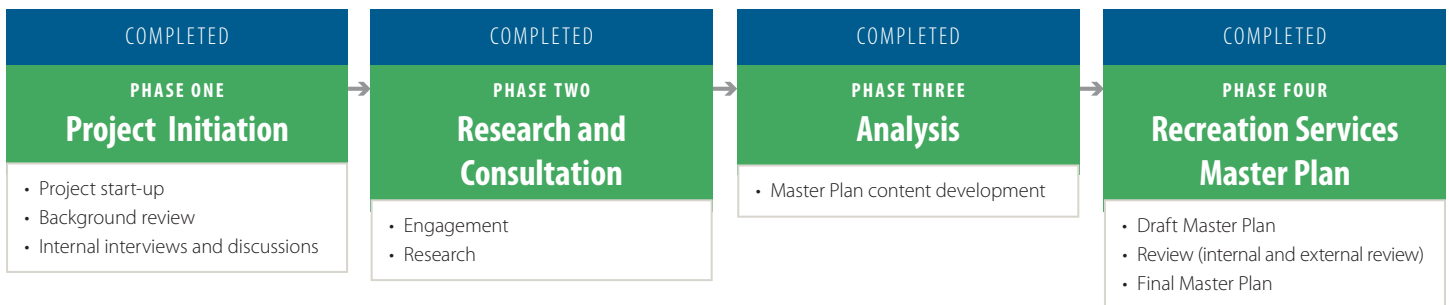


EXECUTIVE SUMMARY

OVERVIEW AND METHODOLOGY

The Regional District of Nanaimo has developed a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. The last Recreation Services Master Plan was completed in 2006.

The project included four phases as illustrated by the graphic below.



Public and stakeholder input was a critical aspect of the Master Plan. The following chart outlines the broad array of methods used to collect this input.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>



EXECUTIVE SUMMARY

KEY ENGAGEMENT AND RESEARCH FINDINGS

The findings emerging from the engagement and other forms of research conducted (including trends and leading practices, analysis of utilization and financial data, population and demographics, and a review of current services) were used to develop the Master Plan. Identified below are key findings from the project engagement and research.

- There are generally high levels of satisfaction among residents with current recreation services and facilities (80% of households are satisfied with RDN provided recreation services and facilities; 28% are “very satisfied”).
- Recreational opportunities are highly valued and important to residents (97% of households indicated that recreation opportunities are important to their quality of life; 99% of households indicated that recreation opportunities are important to their community).
- Among **residents** in District 69 there is some demand for new or enhanced facilities to be developed (51% of households would like to see new or enhanced indoor facilities; 49% of households would like to see new or enhanced outdoor facilities and spaces).
 - » Top indoor priorities: indoor swimming pools; health and fitness centre; and a multi-purpose recreation centre.
 - » Top outdoor priorities: trails; natural parks and protected areas; picnic areas and passive parks.
- **User groups** identified some facility priorities, most often pertaining to their activity type. These priorities included enhanced outdoor sport fields (e.g. premium natural surface and artificial turf), track and field facilities and a new or enhanced aquatics facility.
- **Stakeholders** generally identified that the Ravensong Aquatics Centre is deficient and at capacity (which is supported by an analysis of available utilization data). However various perspectives exist on the best future course of action for indoor aquatics in District 69.
- Varying perspectives exist among stakeholders on whether future recreation amenities should be centralized or geographically balanced/dispersed.
- A number of community organizations expressed that a lack of youth “critical mass” is a barrier for some groups to growing programs.
- District 69 has an older population than provincial averages. However the region has diverse population and demographic characteristics.
- The impact and reach of RDN provided recreational programming continues to grow. In 2017, the RDN had over 7,000 program registrations and attendance exceeding 32,000. These figures have continued to increase over the past 4 – 5 years.
- An analysis of current recreation programming indicates that current offerings are well balanced (diverse offerings).
- While operational and day to day roles and responsibilities are well understood (among RDN and partners); less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion.



EXECUTIVE SUMMARY

MASTER PLAN RECOMMENDATIONS

The Master Plan provides thirty-four recommendations which have been organized into two areas:

Service Delivery and Programming (Section 4): The overall structure for delivering recreation opportunities and potential areas of service enhancement.

Infrastructure (Section 5): Strategies and priorities for the places and spaces that facilitate recreation activities.

The recommendations address both specific issues that were identified in the project Terms of Reference as well as others that emerged through the project research and engagement. Summarized as follows is an overview of the Master Plan recommendations contained herein.

Service Delivery and Programming Recommendations

The following seventeen Service Delivery and Programming Recommendations (Section 4: Recommendations 1 – 17) have been developed to provide strategic guidance for how recreation services are delivered in District 69. In some instances these recommendations suggest new initiatives or a shift in how services are delivered, while others are intended to re-embed or refresh practices that work well.

- **Recommendation #1:** The RDN should undertake a governance review for recreation service provision in District 69. This review should focus on: opportunities to maximize overall efficiency; establishing a refreshed mandate for all entities and bodies; and clarifying decision making roles and responsibilities.
- **Recommendation #2:** The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
- **Recommendation #3:** RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods. An updated Recreation Program Rationale Checklist has been developed to help evaluate specific program opportunities and identify potential delivery methods.
- **Recommendations #4 and 5:** Continue to place a priority on cross-sectoral collaborations and invest additional resources in this area.
- **Recommendation #6:** Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- **Recommendation #7:** Allocate additional resources to community group capacity building.



EXECUTIVE SUMMARY

- **Recommendation #8:** Develop and implement a more specific engagement framework (to help guide future projects).
- **Recommendation #9:** Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.
- **Recommendation #10:** Continue to prioritize diversity and balance in RDN provided recreation programming in District 69.
- **Recommendations #11, 12, and 13:** RDN provided recreation programming should continue to: prioritize diversity and balance of opportunities; focus on key areas including nature interaction and outdoor skill development for children and youth, activity camps for children/youth/teens, fitness and wellness programming for adults and seniors; continue to offer arts and culture as part of the program mix; and (where possible) leverage the expertise of local arts and cultural groups.
- **Recommendations #14 and 15:** Ensuring accessibility to recreation programming should continue to be a priority for the RDN. Suggested initiatives include: sustaining the Financial Assistance Program and Inclusion Support Program; increased focused on generating awareness of existing accessibility programs; and supporting the start-up of a KidSport chapter.
- **Recommendation #16:** Continue to place a priority on the marketing of recreation programs and opportunities in District 69. Suggested tactics include sustaining the dedicated staff position; development of a more consistent brand; and promoting both specific opportunities as well as the overall benefits of participation.
- **Recommendation #17:** Suggested strategic initiatives: Community Events Support Strategy; Older Adults/ Age Friendly; and Youth Recreation Strategic Plan.

Infrastructure Recommendations

The seventeen Infrastructure Recommendations (Section 5: Recommendations 18 – 34) are intended to both suggest approaches and priorities for future capital projects and identify opportunities to make the most optimal use of existing facilities and spaces. Provided as follows is a summary of the infrastructure recommendations.

Potential Capital Projects

The following chart summarizes the potential capital facility projects that may be pursued in future years. While potential development timing and prioritization has been identified, it is important to note that additional planning and refinement of these potential projects will be required before development process.

EXECUTIVE SUMMARY

Potential Capital Projects (Continued)

The prioritization and timing for the potential projects should also be considered approximate and will be subject to partner/stakeholder discussions, resourcing factors and opportunities, market dynamics (e.g. trends) and broader strategic priorities of the RDN and partner organizations.

Please Note: Immediate and short term planning steps (i.e. land acquisition, partner /stakeholder discussion, feasibility analysis, etc.) have been identified for all of the projects, including those which are considered medium to longer term. Please see Section 6 for further detail on the pre-requisite planning and action steps that are required for each project before development can occur.

Project	Priority	Potential Development Timing & Costs (2018, \$M)			
		Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Year)	Undetermined
Future curling facility options. (Recommendations #20, 21)	1		\$1M ^A		\$4M – \$9M
Upgrades to the track at Ballenas Secondary School. (Recommendation #24)	2	\$0.5M – \$1M			
Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1)	T3 ^B		\$8.6M ^C		
Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18—Option 2)	T3 ^B		\$10.9M ^C		
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3 ^B		\$1.5M – \$3M		
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) ^D	T3 ^B				\$0.100M – \$1M
New indoor recreation and fitness space. (Recommendations #26, 29)	T4 ^B				\$10M – \$20M
Outdoor multi-use sport complex. (Recommendation #23)	T4 ^B				\$5M – \$10M

A Estimated cost to demolish the existing facility if required.

B The letter “T” in the priority column indicates a tied priority.

C Timing to be clarified through further planning and resourcing discussions.

D Only required if utilization can't be increased in the existing configuration/use.



EXECUTIVE SUMMARY

Additional Infrastructure Recommendations

Summarized as follows are the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

- Work collaboratively with the City of Parksville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69. (Recommendation #21)
- Work with partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces. (Recommendation #22)
- Identify opportunities to retrofit or upgrade existing outdoor facilities. (Recommendation #24)
* Upgrades to the track at Ballenas Secondary School and the potential repurposing of a natural surface field to artificial turf are identified in the previous capital project chart.
- Identify opportunities to integrate a dedicated medium scale (3,000 ft² to 5,000 ft²) fitness and wellness space into an existing facility. (Recommendation #25)
* Potentially to occur as part of a Ravensong Aquatic Centre expansion or retrofit of another facility space.
- Continue to place a priority on maximizing the use of current community facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27)
- Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28)
- Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30)
* As per the previous capital project chart, re-purposing may be considered if utilization cannot be increased.
- RDN Recreation Services should be involved as a key stakeholder in future parks, trails, and open space planning. (Recommendation #31)
- Develop a sponsorship and naming policy and strategy. (Recommendation #32)
- Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)
- Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34)

Suggested implementation timing and resource requirements are also identified in Section 6 for the above noted recommendations.

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE)

RECREATION SERVICES MASTER PLAN

MARCH 2018 (FINAL DRAFT)

DOCUMENT #2 OF 2 (THE STATE OF RECREATION IN DISTRICT 69 RESEARCH REPORT HAS BEEN PUBLISHED AS A SEPARATE DOCUMENT.)







ACKNOWLEDGMENTS

The development of the Recreation Services Master Plan would not have been possible without the contributions of a number of individuals.

Project Steering Committee

Julian Fell, District 69 Recreation Commission Chair, EA 'F' RDN Director

Neil Horner, District 69 Recreation Commissioner, Town of Qualicum Beach Representative

Teresa Patterson, District 69 Commissioner, City of Parksville Representative

Reg Nosworthy, District 69 Commission, EA 'F' Representative

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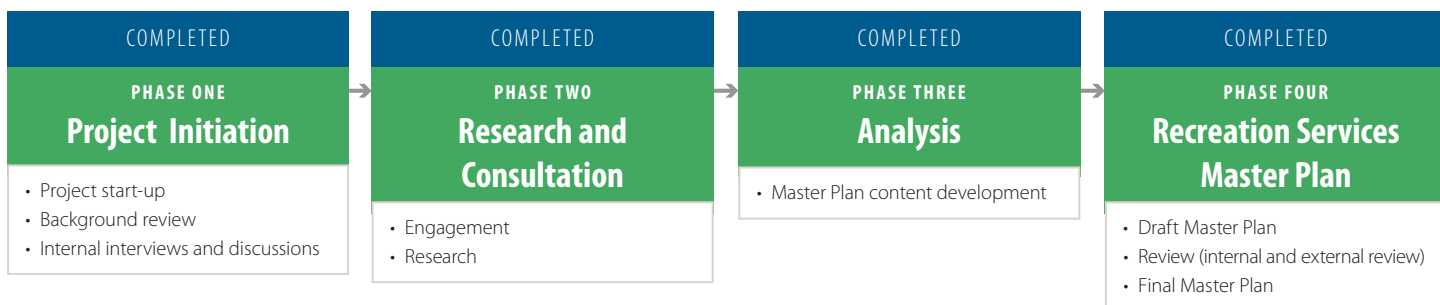
And most importantly all residents, community groups and stakeholders in District 69 that provided input during the project!

EXECUTIVE SUMMARY

OVERVIEW AND METHODOLOGY

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The project included four phases as illustrated by the graphic below.



Public and stakeholder input was a critical aspect of the Master Plan. The following chart outlines the broad array of methods used to collect this input.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
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EXECUTIVE SUMMARY

KEY ENGAGEMENT AND RESEARCH FINDINGS

The findings emerging from the engagement and other forms of research conducted (including trends and leading practices, analysis of utilization and financial data, population and demographics, and a review of current services) were used to develop the Master Plan. Identified below are key findings from the project engagement and research.

- There are generally high levels of satisfaction among residents with current recreation services and facilities (80% of households are satisfied with RDN provided recreation services and facilities; 28% are “very satisfied”).
- Recreational opportunities are highly valued and important to residents (97% of households indicated that recreation opportunities are important to their quality of life; 99% of households indicated that recreation opportunities are important to their community).
- Among **residents** in District 69 there is some demand for new or enhanced facilities to be developed (51% of households would like to see new or enhanced indoor facilities; 49% of households would like to see new or enhanced outdoor facilities and spaces).
 - » Top indoor priorities: indoor swimming pools; health and fitness centre; and a multi-purpose recreation centre.
 - » Top outdoor priorities: trails; natural parks and protected areas; picnic areas and passive parks.
- **User groups** identified some facility priorities, most often pertaining to their activity type. These priorities included enhanced outdoor sport fields (e.g. premium natural surface and artificial turf), track and field facilities and a new or enhanced aquatics facility.
- **Stakeholders** generally identified that the Ravensong Aquatics Centre is deficient and at capacity (which is supported by an analysis of available utilization data). However various perspectives exist on the best future course of action for indoor aquatics in District 69.
- Varying perspectives exist among stakeholders on whether future recreation amenities should be centralized or geographically balanced/dispersed.
- A number of community organizations expressed that a lack of youth “critical mass” is a barrier for some groups to growing programs.
- District 69 has an older population than provincial averages. However the region has diverse population and demographic characteristics.
- The impact and reach of RDN provided recreational programming continues to grow. In 2017, the RDN had over 7,000 program registrations and attendance exceeding 32,000. These figures have continued to increase over the past 4 – 5 years.
- An analysis of current recreation programming indicates that current offerings are well balanced (diverse offerings).
- While operational and day to day roles and responsibilities are well understood (among RDN and partners); less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion.



EXECUTIVE SUMMARY

MASTER PLAN RECOMMENDATIONS

The Master Plan provides thirty-four recommendations which have been organized into two areas:

Service Delivery and Programming (Section 4): The overall structure for delivering recreation opportunities and potential areas of service enhancement.

Infrastructure (Section 5): Strategies and priorities for the places and spaces that facilitate recreation activities.

The recommendations address both specific issues that were identified in the project Terms of Reference as well as others that emerged through the project research and engagement. Summarized as follows is an overview of the Master Plan recommendations contained herein.

Service Delivery and Programming Recommendations

The following seventeen Service Delivery and Programming Recommendations (Section 4: Recommendations 1 – 17) have been developed to provide strategic guidance for how recreation services are delivered in District 69. In some instances these recommendations suggest new initiatives or a shift in how services are delivered, while others are intended to re-embed or refresh practices that work well.

- **Recommendation #1:** The RDN should undertake a governance review for recreation service provision in District 69. This review should focus on: opportunities to maximize overall efficiency; establishing a refreshed mandate for all entities and bodies; and clarifying decision making roles and responsibilities.
- **Recommendation #2:** The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
- **Recommendation #3:** RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods. An updated Recreation Program Rationale Checklist has been developed to help evaluate specific program opportunities and identify potential delivery methods.
- **Recommendations #4 and 5:** Continue to place a priority on cross-sectoral collaborations and invest additional resources in this area.
- **Recommendation #6:** Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- **Recommendation #7:** Allocate additional resources to community group capacity building.



EXECUTIVE SUMMARY

- **Recommendation #8:** Develop and implement a more specific engagement framework (to help guide future projects).
- **Recommendation #9:** Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.
- **Recommendation #10:** Continue to prioritize diversity and balance in RDN provided recreation programming in District 69.
- **Recommendations #11, 12, and 13:** RDN provided recreation programming should continue to: prioritize diversity and balance of opportunities; focus on key areas including nature interaction and outdoor skill development for children and youth, activity camps for children/youth/teens, fitness and wellness programming for adults and seniors; continue to offer arts and culture as part of the program mix; and (where possible) leverage the expertise of local arts and cultural groups.
- **Recommendations #14 and 15:** Ensuring accessibility to recreation programming should continue to be a priority for the RDN. Suggested initiatives include: sustaining the Financial Assistance Program and Inclusion Support Program; increased focused on generating awareness of existing accessibility programs; and supporting the start-up of a KidSport chapter.
- **Recommendation #16:** Continue to place a priority on the marketing of recreation programs and opportunities in District 69. Suggested tactics include sustaining the dedicated staff position; development of a more consistent brand; and promoting both specific opportunities as well as the overall benefits of participation.
- **Recommendation #17:** Suggested strategic initiatives: Community Events Support Strategy; Older Adults/ Age Friendly; and Youth Recreation Strategic Plan.

Infrastructure Recommendations

The seventeen Infrastructure Recommendations (Section 5: Recommendations 18 – 34) are intended to both suggest approaches and priorities for future capital projects and identify opportunities to make the most optimal use of existing facilities and spaces. Provided as follows is a summary of the infrastructure recommendations.

Potential Capital Projects

The following chart summarizes the potential capital facility projects that may be pursued in future years. While potential development timing and prioritization has been identified, it is important to note that additional planning and refinement of these potential projects will be required before development process.

EXECUTIVE SUMMARY

Potential Capital Projects (Continued)

The prioritization and timing for the potential projects should also be considered approximate and will be subject to partner/stakeholder discussions, resourcing factors and opportunities, market dynamics (e.g. trends) and broader strategic priorities of the RDN and partner organizations.

Please Note: Immediate and short term planning steps (i.e. land acquisition, partner /stakeholder discussion, feasibility analysis, etc.) have been identified for all of the projects, including those which are considered medium to longer term. Please see Section 6 for further detail on the pre-requisite planning and action steps that are required for each project before development can occur.

Project	Priority	Potential Development Timing & Costs (2018, \$M)			
		Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Year)	Undetermined
Future curling facility options. (Recommendations #20, 21)	1		\$1M ^A		\$4M – \$9M
Upgrades to the track at Ballenas Secondary School. (Recommendation #24)	2	\$0.5M – \$1M			
Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1)	T3 ^B		\$8.6M ^C		
Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18—Option 2)	T3 ^B		\$10.9M ^C		
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3 ^B		\$1.5M – \$3M		
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) ^D	T3 ^B				\$0.100M – \$1M
New indoor recreation and fitness space. (Recommendations #26, 29)	T4 ^B				\$10M – \$20M
Outdoor multi-use sport complex. (Recommendation #23)	T4 ^B				\$5M – \$10M

A Estimated cost to demolish the existing facility if required.

B The letter “T” in the priority column indicates a tied priority.

C Timing to be clarified through further planning and resourcing discussions.

D Only required if utilization can't be increased in the existing configuration/use.



EXECUTIVE SUMMARY

Additional Infrastructure Recommendations

Summarized as follows are the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

- Work collaboratively with the City of Parksville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69. (Recommendation #21)
- Work with partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces. (Recommendation #22)
- Identify opportunities to retrofit or upgrade existing outdoor facilities. (Recommendation #24)
* Upgrades to the track at Ballenas Secondary School and the potential repurposing of a natural surface field to artificial turf are identified in the previous capital project chart.
- Identify opportunities to integrate a dedicated medium scale (3,000 ft² to 5,000 ft²) fitness and wellness space into an existing facility. (Recommendation #25)
* Potentially to occur as part of a Ravensong Aquatic Centre expansion or retrofit of another facility space.
- Continue to place a priority on maximizing the use of current community facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27)
- Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28)
- Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30)
* As per the previous capital project chart, re-purposing may be considered if utilization cannot be increased.
- RDN Recreation Services should be involved as a key stakeholder in future parks, trails, and open space planning. (Recommendation #31)
- Develop a sponsorship and naming policy and strategy. (Recommendation #32)
- Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)
- Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34)

Suggested implementation timing and resource requirements are also identified in Section 6 for the above noted recommendations.



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INTRODUCTION AND CONTEXT

INCLUDED IN THIS SECTION:

- Project purpose and process.
- Overview of the Master Plan structure and key questions.
- Summary of the project research and how it informed the Master Plan.

PROJECT OVERVIEW

The Regional District of Nanaimo has commissioned this Recreation Services Master Plan document to provide a renewed strategic roadmap for the future provision of recreation and related services in District 69 (commonly referred to as Oceanside). The Regional District of Nanaimo (RDN) has delivered recreation services in District 69 since 1984. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. Guidance and recommendations are provided by the District 69 Recreation Commission which advises the RDN Board of Directors. The following chart summarizes areas of responsibility for RDN recreation provision in District 69.

Function	Description
Major Facility Operations	Operation of Oceanside Place (includes 2 arenas, leisure ice, and program rooms) and the Ravensong Aquatic Centre.
Direct Recreation Programming	Provision of numerous recreation programs for children, youth, adults, and seniors in District 69 (under the Northern Community Recreation Program Services). This programming currently utilizes a variety of community facilities which includes RDN operated facilities, decommissioned school buildings (Craig Street Commons, Qualicum Commons) and not-for-profit operated facilities.
Sports Field Bookings and Allocations	The bookings and allocations of sport fields in Parksville and Qualicum Beach. *The City of Parksville, Town of Qualicum Beach, and School District 69 are responsible for maintenance.
Facilitation and In-Direct Provision	The RDN also facilitates recreation opportunities in a number of other ways, which include: <ul style="list-style-type: none"> • Agreements with community organizations to provide programming in their communities. • Grants for community projects and initiatives • Provision of subsidized facility time to community organizations and sports associations for programming and events (e.g. ice at Oceanside Place, pool time at the Ravensong Aquatic Centre) • Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups) • Ongoing facility lease arrangements with community organizations (Parksville Curling Club)

While the RDN plays a leading role in the provision of recreation services in District 69 (including major facility operations, programming and other aspects as reflected in the previous chart), it is important to note that municipalities (City of Parksville and the Town of Qualicum Beach), School District 69 and numerous other community organizations also play an important role. **Recreational and leisure amenities such as sport courts (e.g. tennis, pickleball, lacrosse), community parks and playgrounds, and sport field operations (excluding bookings) are examples of spaces that are not currently within the primary scope of RDN Recreation Services.**

The previous Recreation Services Master Plan was completed in 2006. The development of this updated Master Plan included a review of the previous plan (as provided in the State of Recreation in District 69 Research Report). The overall intent of the updated Master Plan is to refresh priorities and provide strategic guidance across a number of functions and recreation service areas. The project terms of reference were approved by the RDN Board in June 2016 and made available in the Request for Proposal document. Key project deliverables outlined in the terms of reference are identified below.

- Future roles and responsibilities for the provision of recreation (and related) opportunities in District 69.
- The future role of partnerships and collaborations in recreation provision.
- Programming focus areas and tactics for addressing new and emerging trends.
- Opportunities to optimize efficiency and the overall use of existing facilities.
- Strategies to address key infrastructure issues, including:
 - » Ravensong Aquatic Centre Expansion: demand and feasibility analysis
 - » Outdoor Multi-Sport Complex: demand and feasibility analysis
 - » Future of the District 69 Community Arena (curling facility)

The Master Plan project was initiated in the fall of 2016 and has consisted of four phases, leading to the development of this Master Plan document. The adjacent graphic illustrates the approach used to develop the Master Plan.



UNDERSTANDING THE MASTER PLAN

The content provided in this Master Plan document has been organized into six (6) sections. The following chart provides an overview of the content in each section of this Master Plan document.

Section	Section Purpose
Section 1: Introduction	<ul style="list-style-type: none"> • Overview of the project purpose. • Study process and methodology. • Background and overview on the State of Recreation in District 69 Research Report (engagement and research findings that informed the Master Plan).
Section 2: The Benefits of Recreation	<ul style="list-style-type: none"> • A rationale for investment in recreation services and opportunities. • Overview of the National Benefits HUB (and supporting research). • The value of recreation to District 69 residents (with supporting engagement findings).
Section 3: A Vision and Goals for Recreation Services in District 69	<ul style="list-style-type: none"> • A Vision and Goals for RDN Recreation Services in District 69. • Alignment with A Framework for Recreation in Canada 2015: Pathways to Wellbeing.
Section 4: Service Delivery and Programming Recommendations	<ul style="list-style-type: none"> • Recommendations pertaining to: <ul style="list-style-type: none"> » Roles and responsibilities for recreation provision in District 69. » Current recreation delivery models/approaches. » Suggested initiatives and focus areas.
Section 5: Infrastructure Recommendations	<ul style="list-style-type: none"> • Recommendations pertaining to: <ul style="list-style-type: none"> » Key infrastructure issues/questions (indoor aquatics, District 69 Arena, sports fields, outdoor multi-sport complex, fitness and wellness spaces). » Optimizing existing infrastructure assets. » Enhancement opportunities (revenue generation, sport tourism, and event hosting). » Need identification, prioritization and decision making.
Section 6: Summary and Implementation	<ul style="list-style-type: none"> • Implementation timing for the Master Plan. • Resource requirements.



PROJECT RESEARCH: INFORMING THE MASTER PLAN

The strategic directions and recommendations outlined in this document are the product of significant research that has been conducted as part of the Master Plan project. A critical aspect of this project research was consultation with District 69 residents, organizations and recreation stakeholders. The following chart provides an overview of the project consultation.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>

In addition to the consultation mechanisms identified in the above chart, other forms of research undertaken included a review of previous planning and strategic documentation, population and demographics analysis, review of trends and leading practices, and an analysis of current facility utilization and financial data.

The complete research and consultation findings have been published under separate cover in *the State of Recreation in District 69 Research Report* (also available in the appendices of this Master Plan document). Selected research findings are also provided throughout this Master Plan document as pertinent to the section and to support specific recommendations provided.



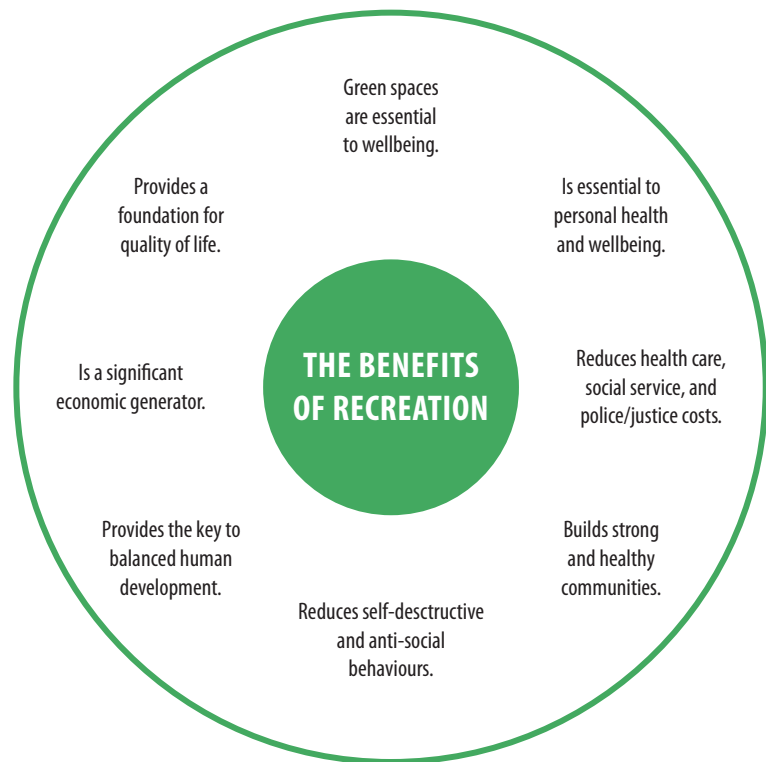
TWO

THE BENEFITS OF RECREATION

INCLUDED IN THIS SECTION:

- Supporting research for an ongoing investment in recreation services (National Benefits HUB).
- District 69 residents' perspectives on the importance of recreation.

Numerous research sources support the benefits that result due to an investment in quality and accessible recreation opportunities. Furthermore, the benefits accrued through the provision of recreation programs and facilities are wide ranging and positively impact individuals, communities and society as a whole. The National Benefits HUB is a Canadian research database which provides access to numerous resources that identify the positive impacts of recreation and related activities (e.g. sport, fitness, arts/culture, heritage, and parks). Identified on the following two pages are the eight key messages from the National Benefits HUB¹, with corresponding evidence related to how recreation and culture can positively impact a community and its residents.



1 For more information on the National Benefits Hub visit: www.benefitshub.ca

Please see the appendices for a list of the research sources referenced in this section.

Recreation is essential to personal health and wellbeing

- Increased leisure time and physical activity improves life expectancy.²
- Physical activity contributes to improved mental health and reduced rates of depression.³
- Participation in physical activity can reduce workplace related stress.⁴
- The provision of green spaces has been linked with a number of health and wellbeing benefits including; increased physical activity, reduced risk of obesity, minimized utilization of the healthcare system, and stress reduction.⁵

LOCAL ALIGNMENT WITH THE BENEFIT

The top three reasons the RDN residents participate in recreation activities are physical health/exercise, fun/entertainment and to relax/unwind (2017 Resident Survey). District 69 facilities provide crucial space for activities that achieve these benefits.

Recreation provides the key to balanced human development

- Regular physical activity is likely to provide children with the optimum physiological condition for maximizing learning.⁶
- Low income students who are involved in arts activities have higher academic achievement and are more likely to go to college.⁷
- The arts and other forms of creativity can have profound individual social outcomes and generate a deeper sense of place and local community.⁸
- Individuals that participate in physical activity in a social setting have improved psychological and social health, and often also benefit from increased self-awareness and personal growth.⁹

LOCAL ALIGNMENT WITH THE BENEFIT

The RDN and its partner organizations offer numerous programs that teach physical literacy skills, cognitive skills and engage children and youth in nature. Examples include the Claytime Creations program which teaches introductory arts to children ages 5 to 11 year olds, interpretive walks through local parks with naturalists, and an overall focus on physical literacy in youth recreation programming.

Recreation provides a foundation for quality of life

- High quality public spaces can enhance the sense of community in new neighbourhoods.¹⁰
- Community sport facilities have positive benefits related to increased accessibility, exposure, participation, perceptions of success, and improved sport experiences.¹¹

Recreation reduces self-destructive and anti-social behavior

- Youth participation in recreational activities such as camps increases leadership and social capacities.¹²
- Participation in recreation and leisure related activities by low income and other at risk children and youth populations can result in decreased behavioural/emotional problems, decreased use of emergency services, and enhanced physical and psycho-social health of families.¹³
- Teen athletes are less likely to use illicit drugs, smoke, or to be suicidal.¹⁴

Recreation builds strong families and healthy communities

- People with an active interest in the arts contribute more to society than those with little or no such interest.¹⁵
- Evidence indicates that adults who attend art museums, art galleries, or live arts performances are far more likely than non-attendees to vote, volunteer, or take part in community events.¹⁶
- Structured sport and recreational activities can help foster a stronger sense of community among children and youth.¹⁷

LOCAL ALIGNMENT WITH THE BENEFIT

99% of the RDN residents believe that recreation is important to the community in which they live (2017 Resident Survey). The RDN Board's Strategic Plan 2016 – 2020 also recognizes recreation as a core service. The continued investment into recreation opportunities by the RDN and its partners in District 69 contribute to both community and family wellbeing.

Please see the appendices for a list of the research sources referenced in this section.

Recreation reduces health care, social service and police/justice costs

- Physical inactivity has a number of direct and indirect financial impacts on all levels of government.¹⁸
- Parks and recreation programming during non-school hours can reduce costs associated with juvenile delinquency and obesity.¹⁹
- Increased fitness leads to lowered risk factors for substance abuse among youth populations.²⁰

LOCAL ALIGNMENT WITH THE BENEFIT

RDN Recreation Services staff continues to place a priority on developing cross-sectoral relationships with the health, education and protective services sector. RDN recreation offerings in District 69 also consist of programs that are “preventative” in nature and have positive downstream impacts on other sectors. Examples include the mini chef/kids in the kitchen program for ages 5 to 12 which teaches healthy food preparation and seniors programming that focuses on active aging and helps reduce chronic preventable diseases.

Recreation is a significant economic generator

- Recent Canadian research indicated that cultural activities have the potential to be significant drivers of economic outputs and employment.²¹
- Evidence suggests that creative activity shapes the competitive character of a city by enhancing both its innovative capacity and the quality of place so crucial to attracting and retaining skilled workers.²²

Green spaces are essential to environmental and ecological wellbeing

- Sustainable public green spaces provide crucial areas for residents of all demographics to be physically and socially active.²³
- Increasing green spaces in urban centres has a number of positive environmental outcomes which can increase sustainability and lower long term infrastructure costs.²⁴
- When children and youth have positive experiences with parks and green spaces, they are more likely to have stronger attitudes towards conservation and preservation of the environment as adults.²⁵



THE VALUE OF RECREATION TO DISTRICT 69 RESIDENTS

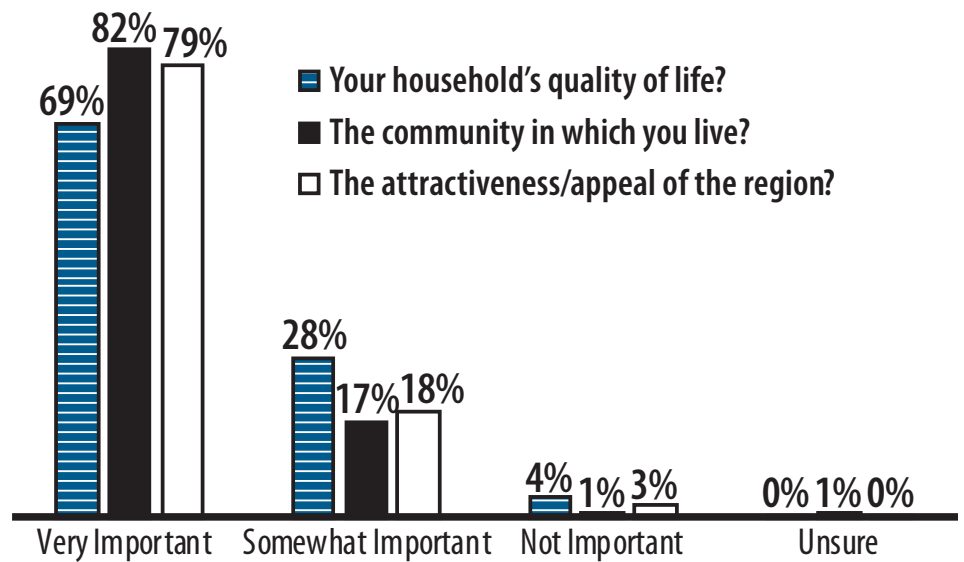
Findings from the resident survey also reflect that District 69 residents place a high value on recreation opportunities and recognize the benefits that recreation has on their community and the overall region. This recognition suggests that residents view recreation as an important service and understand that the benefits of recreation are broad based and diverse.

QUESTION:

Overall, how important are recreation opportunities (facilities and programs) to:

- Your household's quality of life?
- The community in which you live?
- The attractiveness/appeal of the region?

Importance of Recreation





THREE

A VISION AND GOALS FOR RECREATION SERVICES IN DISTRICT 69

INCLUDED IN THIS SECTION:

- A future Vision for RDN Recreation Services in District 69.
- Goals for future RDN Recreation Services in District 69.
- Alignment with A Framework for Recreation in Canada 2015: Pathways to Wellbeing.
- An introduction to the Master Plan recommendations.

Presented on this page is a new Vision and Goals for Recreation Services in District 69. The Vision and Goals have been aligned with overarching RDN strategic planning (including the RDN Board Strategic Plan 2016 – 2020) and are ultimately intended to provide a philosophical foundation for the future delivery of recreation services. The Vision and Goals additionally reflect key resident and stakeholder values related to recreation opportunities and the benefits provided by these services.

A VISION FOR RECREATION SERVICES IN DISTRICT 69

Residents in District 69 are engaged in quality, diverse, and accessible recreational programs and facilities.

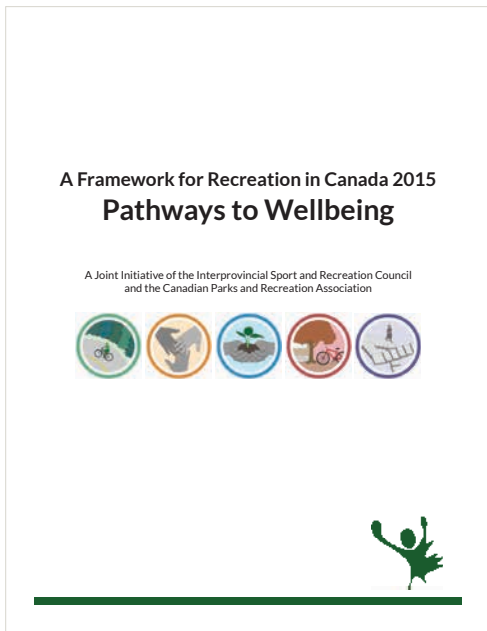
GOALS FOR RECREATION SERVICES IN DISTRICT 69

Recreation services in District 69...

1. ... Contribute to personal health and wellbeing.
2. ... Help build strong, vibrant, and attractive communities.
3. ... Provide an array of active living opportunities for residents of all ages and ability levels.
4. ... Ensure access to facilities and spaces that are safe, inclusive, and welcoming.
5. ... Provide access to facilities and spaces that support event/competition hosting and attract visitors to the Oceanside area.
6. ... Reflect the diversity of the region.
7. ... Are financial sustainable.
8. ... Are adaptable to change and aligned with community needs.
9. ... Are collaborative and focused on relationship building.
10. ... Are transparent and accountable to residents and recreation stakeholders.

It is also suggested that recreation service provision in District 69 align with key provincial and national frameworks, policies and strategies, including: A Framework for Recreation in Canada 2015: Pathways to Wellbeing; Active People, Active Places—BC Physical Activity Strategy (2015); The Way Forward—A Strategic Plan for the Parks, Recreation, and Culture Sector of BC; and Canadian Sport for Life (CS4L). Doing so reflects and understanding of leading practices in recreation provision and could potentially position the RDN and its partners in a more optimal situation should grant funding become available from senior levels of government.

The forthcoming recommendations provided in this Master Plan are built upon the new Vision and Goals for Recreation Services in District 69 and, where applicable, align with the identified provincial and national documents.



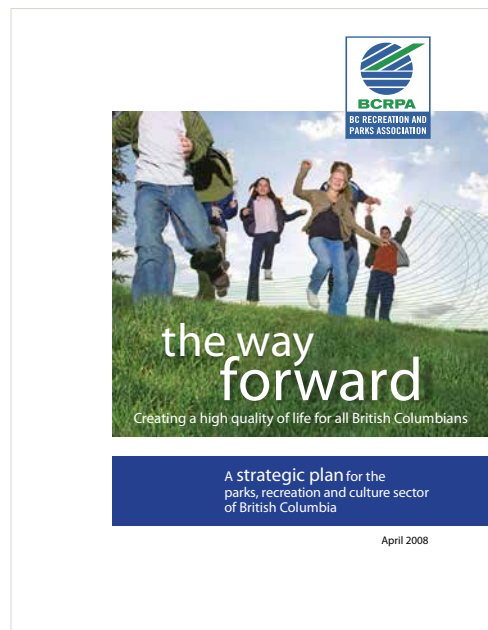
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sportforlife.ca



www.bcrpa.bc.ca/about_bcrpa/documents/StrategicPlan_complete.pdf



FOUR

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

INCLUDED IN THIS SECTION:

- Overview of the current service delivery and programming model.
- Recommendations to guide future service delivery and program provision.

MASTER PLAN TOPICS AND RECOMMENDATIONS

Provided in the following two sections are 34 recommendations that are intended to guide the future of RDN provided recreation services in District 69 over the next decade. These recommendations provide guidance in the following overall areas of responsibility for the RDN recreation services in District 69:

- Service Delivery and Programming
- Infrastructure

The recommendations provided have been organized into a number of Topic areas. These Topic areas reflect key issues, opportunities, and questions that the Master Plan has been tasked with providing direction in (as outlined in the Request for Proposal document and identified through the project engagement and research).

It is important to note that while some of the recommendations suggest changes to current practices, others are simply intended to further embed those practices and methods that work well. Pertinent research and engagement findings from the State of Recreation in District 69 Research Report are provided for each recommendation along with suggested implementation tactics and tools (where applicable). Rationale (reasoning and benefits) for the recommendations is also provided in order to provide additional context of each recommendation and reflect the enhancements that would be accrued through successful implementation. Some of the recommendations will require additional resources (funding and/or staff time) to be procured. The implementation charts provided in Section 6 outline potential sources of funding for the recommendations provided.

OVERVIEW OF SERVICE DELIVERY AND PROGRAMMING

The RDN’s provision of recreation opportunities in District 69 utilizes a combination of direct and indirect provision methods. RDN staff **directly** delivers programming and other activities (e.g. events) in District 69 through its service area called Northern Community Recreation Program Services. In 2017, Northern Community Recreation Program Services provided organized programming for 7,081 individuals, totalling 32,572 overall program attendances. As reflected in the chart below, program registrations and attendance have experienced strong annual growth over the past 4 – 5 years. The RDN also ensures financial accessibility to programming through a Financial Assistance Program and physical accessibility through the Inclusion Support Program.

SUMMARY: Northern Community Recreation Program Services	2013	2014	2015	2016	2017
Program Registrants	3,800	2,841	6,444	5,782	7,081
Total Program Attendance	14,300	16,776	17,000	27,016	32,572
Households supported by the Financial Assistance Program	180	125	116	234	191

The RDN **indirectly** provides recreational opportunities for residents in a number of ways, which include:

- Grants and funding support to community organizations.
- Facility leases to community organizations (e.g. District 69 Arena lease to the Parksville Curling Club).
- Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups).
- Providing subsidized facility time to local sport organizations at Oceanside Place and the Ravensong Aquatic Centre.
- Funding agreements with community based providers (Arrowsmith Community Recreation Association).
- Responsibility for sport fields bookings (as per agreement with the Town of Qualicum Beach, City of Parksville and the School District 69).

Programming offered by Northern Community Recreation Program Services operates within an annual budget of approximately \$1.8M. Approximately 23% of this figure (\$300,000 – \$400,000) is recovered from users through program fees. As such, a subsidy of \$1.4M – \$1.5M is required annually to sustain these programming services. Current budget projections anticipate that in coming years operating expenditures will require an annual increase to keep up with inflation and population growth. Including the operations of Oceanside Place and the Ravensong Aquatic Centre, the total budget for RDN Recreation Services in District 69 is anticipated to be approximately \$7.207M in 2017. Approximately \$5.347M of this figure (74%) will be required through a tax requisition. **Note: Additional financial information can be found in the State of Recreation in District 69 Research Report and the Appendices.**

The following recommendations are intended to guide future service delivery and programming by the RDN in District 69. It is important to note that while some of the recommendations provided suggest changes to current delivery methods, others are simply intended to further embed and leverage practices that work well. Pertinent research and engagement findings from the State of Recreation in District 69 Research Report are provided for each recommendation along with suggested implementation tactics and tools (where applicable).



TOPIC: OVERALL STRUCTURE FOR DISTRICT 69 RECREATION SERVICES

Current Situation

The RDN is currently the primary delivery agent for recreation programming in District 69 and is responsible for the operation of major indoor infrastructure (Oceanside Place and the Ravensong Aquatic Centre). The District 69 Recreation Commission consists of representation from the City of Parksville, Town of Qualicum Beach, School District 69, and Electoral Areas E,F,G, and H. The Commission acts as a committee of the RDN Board and provides recommendations to the Board for consideration. The RDN Board is responsible for the final approval of all District 69 recreation facility and programming budgets.

The Recreation and Parks Department is overseen by a General Manager who provides direction to two Manager positions (Manager, Recreation Services and Manager, Parks Services). Under the Manager of Recreation Services are three Superintendent positions in the functional areas of Arena Services, Aquatics Services and Recreation Program Services. Each Superintendent directs a staff unit which include full time, part-time and seasonal positions. *Note: The Parks functions of the department operate in a similar manner with a Parks Manager overseeing a staff group that includes a superintendent, coordinators, technicians, and planners.*

RDN RECREATION SERVICES IN DISTRICT 69: ROLE AND RESPONSIBILITIES

As outlined on pages 1 and 2 of this Master Plan document the RDN plays a leading role in the provision of recreation services in District 69 (including major facility operations, programming and other aspects as reflected in the previous chart). However it is important to note that municipalities (City of Parksville and the Town of Qualicum Beach), School District 69 and numerous other community organizations also play an important role. **Recreational and leisure amenities such as sport courts (e.g. tennis, pickleball, lacrosse), community parks and playgrounds, and sport field operations (excluding bookings) are examples of spaces that are not currently within the primary scope of RDN Recreation Services.**

Research Considerations (from the State of Recreation in District 69 Research Report)

- The majority (80%) of District 69 households expressed satisfaction with recreation services. This figure represents a 13% improvement from 2006.
- Operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood and seamless; however, roles and responsibilities related to future joint initiatives and capital projects have less clarity.
- The governance and delivery model for recreation in District 69 has complexities and includes a number of entities and organizations with diverse interests and perspectives.
- A review of current operations indicates that recreation programs and opportunities are well balanced.



RECOMMENDATION #1

The RDN should undertake a governance review for recreation service provision in District 69. The review should focus on:

- Opportunities to maximize overall efficiency.
- Establishing a refreshed mandate for all involved entities (i.e. Reviewing terms of references for commission/committees, advisory groups, project working groups, etc.).
- Clarifying decision making responsibilities.

This recommendation is not intended to suggest that the current governance system is flawed or required substantial changes. Rather, undertaking a governance review every ten years simply helps ensure that efficiency is maximized within the system and that decision making structures and protocols evolve in lockstep with the continually changing nature of the area and resident demands for recreation services. The provision of recreation services through the regional district entity has been successful in Oceanside (as reflected through the level of resident satisfaction). However the complexity of this system requires that the governance model remains strong with a clear understanding of roles and responsibilities.

RECOMMENDATION #2

The RDN should sustain the current organizational model and delivery model for recreation services in District 69.

Resident satisfaction and an analysis of current practices reflect that the current model is successful and well balanced. As such, there is no evidence that a change in the current organizational model is needed. **Note: However, should the governance review outlined in Recommendation #1 suggest changes to the governance model or other approaches to how recreation is delivered in District 69 there may be a need to adjust staffing levels and/or roles in order to support these functions.**

Reasoning and Benefits

- Research and engagement findings support that the existing staffing structure and model is working well.
- The provision of recreation services in District 69 involves a number of organizations and entities (internal and external to the RDN). Ensuring continued efficiency and clarity is important.

Suggested Implementation Tactics and Strategies

- Review structure every ten years (during Master Plan update) or as required should circumstances change.
- Integrate new positions within the current structure as required (several recommendations that follow may require incremental staff resources).



TOPIC: DETERMINING WHEN TO USE DIRECT OR INDIRECT DELIVERY METHODS TO PROVIDE RECREATION OPPORTUNITIES

Current Situation

The RDN current uses a combination of direct and indirect delivery methods to provide recreation opportunities. In 2017, the RDN directly provided recreation programming to 7,081 residents utilizing a combination of both RDN operated facilities and rented/leased spaces operated by other community organizations. The RDN also indirectly provides recreation and related opportunities through a number of means (e.g. subsidized facility time at Oceanside Place at the Ravensong Aquatics Centre and agreements with community organizations to provide local programming).

In 2013, a Recreation Program Rationale Checklist was developed to help with the evaluation of potential recreation programming. The Checklist identifies a number of considerations and is intended to help staff determine if a program should be offered directly by the RDN.

Research Considerations (from the State of Recreation in District 69 Research Report)

- An analysis of current RDN programming indicates that the current “mix” of offerings is generally well balanced and extensive.
- Overall, 57% of residents expressed satisfaction with programming offered by the RDN. Only 10% of residents are dissatisfied and 32% are unsure/have no opinion. These levels of satisfaction are similar to the survey fielded for the Master Plan in 2006 and the 2014 RDN Citizen Satisfaction Survey fielded in 2014.
- Trends and leading practices in recreation provision suggest that partnerships and collaborations will continue to be important and can help make optimal use of available resources.
- Recent (2016) Census data reflects that the Oceanside area is continuing to experience modest population growth.

RECOMMENDATION #3

RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods.

An updated Recreation Program Rationale Checklist has been developed (see the top of the next page) and should be used to:

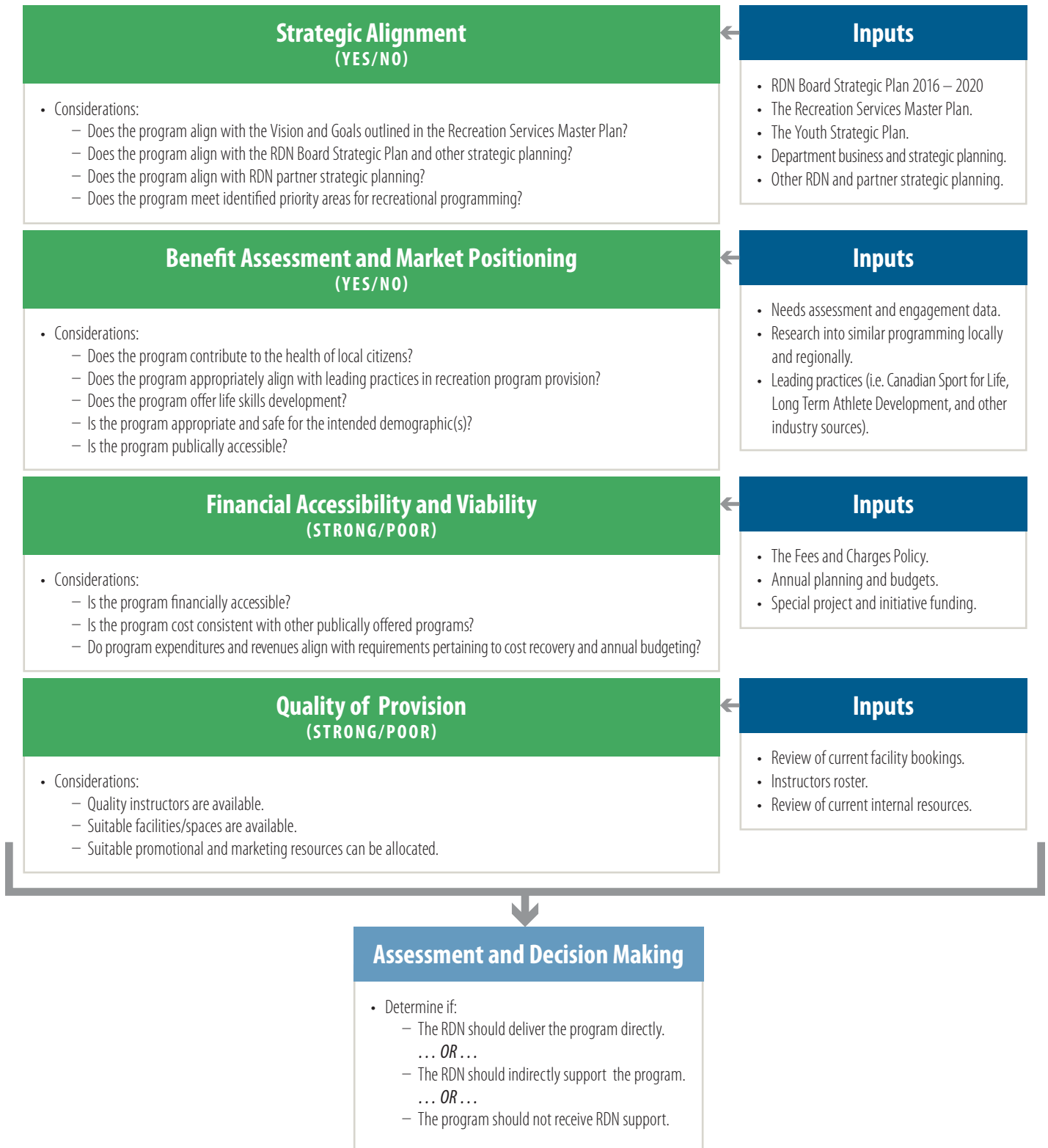
- Evaluate specific recreation program opportunities.
- Evaluate categories or types of recreation programming to determine the suitability/appropriateness for the RDN to deliver of support.
- Determine the best delivery method to provide the opportunity (direct or indirect delivery).

Reasoning and Benefits

- Helps identify the most appropriate form of provision for recreation programs and opportunities.
- Ensures that decisions are made in a logical and informed manner.
- Aligns decision making with key strategic and practical considerations.
- Continued population growth is likely to result in an incremental demand for new/expanded programming opportunities. The RDN will need to determine how to best use and align both existing resources and plan for additional resources if required.

Suggested Implementation Tactics and Strategies

The following graphic illustrates the updated **Recreation Program Rationale Checklist**. The considerations identified in each area are intended to inform the decision making process but may be more pertinent in some instances than others and have varying levels of subjectivity. A future step for refining the Checklist could include the development of a scoring metric for each consideration or area.



TOPIC: CROSS-SECTORAL COLLABORATIONS

Current Situation

RDN staff currently engages in a number of collaborations with various agencies and service providers in District 69. The majority of these relationships are related to recreation programming, awareness and advocacy and are informal in nature.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Stakeholder interview findings and a review of background documentation indicate that the RDN has successful and beneficial relationships with a number of agencies and service providers in the Oceanside area.
- Leading practices and trends indicate that the recreation sector is becoming increasingly aware of issues such as social inclusion, mental health and accessibility issues. As such, cross-sectoral collaborations are becoming increasingly important for most public sector recreation delivery agencies.
- Trends research indicates that overall physical activity and wellness levels remain concerning, especially among children, youth and seniors age cohorts.
- Population and demographic indicators indicate that District 69 has a higher proportion of seniors than provincial averages. The region is also experiencing continued population growth.

RECOMMENDATION #4

RDN Recreation Services should continue to place a priority on developing cross-sectoral collaborations and partnerships with a focus on the public health, social service and education sectors.

RECOMMENDATION #5

It is also recommended that the RDN allocate additional resources to the implementation and promotion of cross-sectoral partnerships and collaborations undertaken by the RDN in District 69. Doing so will help further highlight the valuable connection between recreation and the public health, social service and education sectors.

Reasoning and Benefits

- Opportunity to continue building on successful cross-sectoral collaborations and partnerships.
- Identification and implementation of innovative approaches to addressing issues and increasing resident health and wellness.
- May present future grant funding opportunities from senior levels of governments and/or the private sector.

Suggested Implementation Tactics and Strategies

- Continued mandate for staff to develop and foster cross-sectoral partnerships and collaborations.
- Ensure that sufficient financial and staff resources are allocated to the development and promotion of cross-sectoral partnerships and collaborations.

TOPIC: FUTURE RESPONSIBILITIES

Current Situation

The following chart summarizes the current RDN areas of responsibility for recreation service provision in District 69.

Function	Description
Major Facility Operations	Operation of Oceanside Place (includes 2 arenas, leisure ice, and program rooms) and the Ravensong Aquatic Centre.
Direct Recreation Programming	Provision of numerous recreation programs for children, youth, adults, and seniors in District 69 (under the Northern Community Recreation Program Services). This programming currently utilizes a variety of community facilities which includes RDN operated facilities, decommissioned school buildings (Craig Street Commons, Qualicum Commons) and not-for-profit operated facilities.
Sports Field Bookings and Allocations	The bookings and allocations of sport fields in Parksville and Qualicum Beach. <i>* The City of Parksville, Town of Qualicum Beach, and School District 69 are responsible for maintenance.</i>
Facilitation and In-Direct Provision	The RDN also facilitates recreation opportunities in a number of other ways, which include: <ul style="list-style-type: none"> • Agreements with community organizations to provide programming in their communities. • Grants for community projects and initiatives • Provision of subsidized facility time to community organizations and sports associations for programming and events (e.g. ice at Oceanside Place, pool time at the Ravensong Aquatic Centre) • Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups) • Ongoing facility lease arrangements with community organizations (Parksville Curling Club)

Research Considerations (from the State of Recreation in District 69 Research Report)

- While current operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood; less clarity exists pertaining to future responsibilities for planning and capital development.
- There exists demand for new and/or enhanced infrastructure to be developed in District 69 (51% of residents believe there is a need for new or enhanced indoor facilities; 49% believe there is a need for new or enhanced outdoor spaces).
- Trends and stakeholder engagement findings suggest that there continues to be a demand for new types of recreation facilities, amenities and programming in the future.



RECOMMENDATION #6

It is recommended that RDN Recreation Services work with local municipalities and School District 69 to further clarify roles and responsibilities relating to future recreation planning and capital development. Specifically, this collaborative planning should seek to further clarify:

- Responsibilities for providing new types of recreation facilities and amenities that could be considered in the future.
- Responsibilities for future planning initiatives (e.g. Role of each partner in future studies and project planning).
- Funding framework(s) for potential or anticipated recreation facility projects.

While final decision making may not be possible for some of the above items, initiating these discussions can help improve overall regional planning and provide clarity in some key areas that may be beneficial as future projects and initiatives are being considered.

Reasoning and Benefits

- Suggests a proactive collaborative approach to future planning.
- Increases clarity and understanding of partner responsibilities.
- May help determine the viability of potential projects.

Suggested Implementation Tactics and Strategies

- It is suggested that RDN staff be tasked with undertaking these discussions in consultation with the District 69 Recreation Commission.
- The end product of these discussions could range from an informal understanding of future responsibilities to the development of a formalized agreement (e.g. memorandum of understanding) with each partner.



TOPIC: COMMUNITY ORGANIZATION CAPACITY BUILDING

Current Situation

Community organizations play a significant role in providing recreation and related opportunities for residents in District 69. Currently, hundreds of groups and organizations operate in the Oceanside area ranging from highly structured and mature organizations to informal and less structured groups of enthusiasts.

The RDN currently supports many groups through the Recreation Grants Program, which includes two funding categories: Community Grants and Youth Grants. Maximum funding amounts per application are typically \$2,500 (larger amounts are available at the discretion of the Commission). The funds dispersed through the grant program help support programming, special events or projects. RDN Recreation Services has conducted some training and volunteer development on a limited scale.

Research Considerations (from the State of Recreation in District 69 Research Report)

- During the stakeholder interviews, some group representatives expressed that their organizations would benefit from increased support in areas such as grant writing, volunteer recruitment, and promotions and marketing.
- A number of stakeholder interview participants indicated that RDN Recreation Services are ideally positioned to play an increased role in the facilitation of community group and volunteer training opportunities.
- Challenges identified by Community Group Survey respondents included: Generating awareness of programs and activities and lack of human resources (staff and volunteers).
- Trends indicate that the nature of volunteerism is evolving and has required many service providers to play an increased role in providing training and other supports.

RECOMMENDATION #7

The RDN should allocate additional resources to community group capacity building. Outlined as follows is a suggested approach to expanding the focus on community group capacity building:

- **Immediate Term (1 – 3 Years)**
 - » Organize regular community group training and success sharing sessions. Potential content areas could include: volunteer recruitment and retention; grant writing; sponsorship; social media; and strategic planning.
 - » Specifically identify that existing Recreation Grants Program can be used for volunteer/community group development initiatives or develop a new grant program specifically branded for this purpose.
- **Short Term (3 – 5 Years)**
 - » Develop a new “Community Group Liaison” position with a primary focus on supporting community organizations with strategic planning, grant writing and identification, promotions and marketing and volunteer recruitment.

Reasoning and Benefits

- Helps sustain and grow community organizations that provide valuable recreation opportunities for residents.
- Investment in community group capacity building is likely to reduce the risk of groups needing emergency support or folding in the future.
- Increases overall recreation capacity and expertise in District 69.

Suggested Implementation Tactics and Strategies

It is suggested that the RDN work with groups to identify areas of need and priorities for future training and capacity building activities. Doing so will position this initiative for success and ensure that resources are properly focused. Over the next 1 – 2 years it is recommended that the RDN:

- Consult with groups to identify the greatest areas of need/support.
- Work with groups to develop a 3 year action plan.

TOPIC: OVERALL ENGAGEMENT PRACTICES AND PROTOCOLS

Current Situation

The RDN has undertaken numerous studies and planning projects to measure recreation services, projects and initiatives in District 69. A number of these projects have included engagement with the public and recreation stakeholders. RDN engagement practices are currently guided by the document “A Coordinated Public Consultation/Communication Framework (2008)”. While this Framework provides general parameters for engagement activities, a structured approach for collecting engagement findings and data specific to recreation services does not currently exist.

Research Considerations (from the State of Recreation in District 69 Research Report)

- RDN planning and engagement initiatives including the previous two Recreation Services Master Plan projects along with the RDN Citizen Satisfaction Survey and District 69 Facility Use Analysis Study have allowed for some local trending to be conducted.
- Consultation findings indicate that RDN Recreation Services have a strong community presence.
- Previous engagement conducted for RDN Recreation Services initiatives in District 69 have successfully garnered public and stakeholder participation; further reflecting strong levels of community interest and engagement.

RECOMMENDATION #8

It is recommended that RDN Recreation Services develop and implement a more specific engagement framework. Key elements of the Framework should include:

- Engagement requirements and expectations for future planning projects (outline the level of engagement required for each type of planning project).
- Strategies for reporting to the public and stakeholders annually on the state of recreation services (successes, challenges, initiatives, etc.).
- Mechanisms for ongoing data collection and feedback (i.e. annual community group survey, biennial resident web survey).
- Future use of project/initiative specific groups such as steering committees or “task forces”. The engagement framework could include a terms of reference template that outlines roles and expectations for these types of groups.
- The identification of key stakeholder groups that should be more actively engaged with on an ongoing basis regarding recreation and related programs and services in District 69. These groups should include local First Nations communities, the arts and cultural community and other groups/organizations that may not have been traditionally engaged in recreation in District 69.

Reasoning and Benefits

- Clarifies internal and external expectations for public and stakeholder engagement on a regular and project-specific basis.
- Ensures a consistent approach to undertaking engagement and tracking trends and issues.

Suggested Implementation Tactics and Strategies

- Allocate appropriate resources to develop the Framework.

TOPIC: STAKEHOLDER ENGAGEMENT IN RECREATION PROJECTS AND INITIATIVES

Current Situation

The RDN utilizes a number of both standing and temporary committees to provide guidance across a variety of service areas, including recreation and parks. Strategic planning, such as the RDN Board Strategic Plan 2016 – 2020, furthermore reflects the importance of involving stakeholders in the decision making process.

RDN Recreation Services in District 69 have also successfully used project and initiative focused groups before. One such example is the project steering committee that guided the development of the Youth Recreation Strategic Plan.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Engagement with stakeholders revealed that overall, relationships between the RDN and community organizations are positive.
- A number of citizen advocacy groups currently exist in District 69 around key issues such as the Ravensong Aquatic Centre.

RECOMMENDATION #9

RDN Recreation Services should continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis. The role of these groups should be focused and could include:

- Providing stakeholder and/or public perspectives on key issues and opportunities.
- Assisting with public engagement and project awareness.
- Providing input into project planning phases as appropriate and required.

The expectations and roles of these groups should be clearly defined (as indicated in Recommendation #8). It is also important to note that the suggested role for these type of groups is not to be responsible for final decision making, but rather provide a stakeholder and public “lens” that can offer valuable input and create an additional point of contact between the RDN, stakeholders, and the community.

Reasoning and Benefits

- Builds on the successes of previous advisory groups (e.g. Youth Recreation Advisors).
- May help formalize existing citizen and stakeholder advocacy groups and provide a more effective mechanism for their input to be integrated into ongoing planning.
- Creates an additional point of contact between RDN Recreation Services (including staff and the Commission) and key stakeholder groups.

Suggested Implementation Tactics and Strategies

- It is suggested that RDN Recreation Services staff undertake an assessment of current project and service areas and determine where the formation of additional project/initiative committees or “task forces” may be beneficial.
- Develop a terms of reference template as suggested in Recommendation #8.

TOPIC: PROGRAMMING FOCUS AREAS

Current Situation

RDN programming offered in District 69 through Northern Community Recreation Program Services is diverse and includes a variety of program types, levels and locations. Current decision making on the programming mix offered is based on the availability of instructors, facilities and takes into account the considerations outlined in the Recreation Program Rationale Checklist.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Nature interaction and activity camps were the top two resident priorities for child (0-5 years) programming. These were also identified as high priorities among households that reported having children.
- Outdoor skill development and activity camps were the top two resident priorities for youth (6-12 years) and teen (13 to 18 years) programming. These were also identified as the top two priorities among households that reported having children.
- Wellness and fitness programming were identified as high priorities among adult age cohorts.
- Trend indicators suggest that children and youth are increasingly disconnected from nature and that outdoor education programming should be a focus to combat “nature deficit disorder”.
- Physical activity levels remain concerning for many age and demographic cohorts.



RECOMMENDATION #10

RDN Recreation Services should continue to prioritize diversity and balance in its program offerings. Outlined as follows are key principles that should drive RDN provided recreation programming in District 69.

- Ensure that opportunities exist for all ages and ability levels.
- Ensure that programming is financially and physically accessible.
- Focus on physical literacy and fundamental skill development (ensure residents have the necessary skills to be active and healthy throughout their lives).
- Provide a balance of programming that includes various levels of commitment and structure.
- Prioritize making use of existing facilities, amenities and spaces.

RECOMMENDATION #11

In the short term, it is also suggested that the RDN identify opportunities to expand programming in the following areas:

- Nature interaction and outdoor skill development for children, youth and teens.
- Activity camps for children, youth and teens.
- Fitness and wellness programming for adults and seniors (“active aging” focus).

The priority areas identified above have been identified based on the engagement and research findings (as presented in the State of Recreation in District 69 Research Report). However it is important to note that recreation programming needs and priorities are constantly evolving, and are likely to do so numerous times within the lifespan of this Master Plan document. As such, the RDN will need to continue monitoring trends and local demands in order to set ongoing program priorities and focus areas.

Reasoning and Benefits

- The overall mix of programming offered in District 69 is diverse; sustaining the current mix while focusing on expanded programming in some key areas will help sustain an enhance a model that is successful.
- Expanded programming in these areas will help address identified demands.
- Numerous opportunities exist to utilize the regions abundant outdoor assets to provide expanded nature and outdoor programming.

Suggested Implementation Tactics and Strategies

- Continue to sustain the current mix while focusing on expanded programming in the identified areas.
- Identify opportunities to utilize parks, trails and open spaces for nature and outdoor education programming.
- Identify specific gaps pertaining to fitness and wellness programming and identify opportunities to further provide programming in those areas.
- Continue to monitor trends and local programming demands.

TOPIC: ROLE OF RDN RECREATION SERVICES IN PROVIDING ARTS AND CULTURAL OPPORTUNITIES

Current Situation

RDN Recreation Services provides arts and cultural opportunities at locations throughout District 69. These opportunities are promoted in the Active Living Guide and on the RDN website. Similar to recreation programming, decision making on the program types offered are based on the availability of instructors, facilities and takes into account the considerations outlined in the Recreation Program Rationale Checklist.

The Town of Qualicum Beach and City of Parksville have also undertaken initiatives to explore arts and cultural needs and priorities in their communities. Through this planning, both municipalities have identified the arts and cultural sectors are being important to resident quality of life and community vibrancy.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Trends and leading practices reflect that there is increased collaboration between the recreation and cultural sectors (culture is recognized as a recreation pursuit in the refreshed National Recreation Framework).
- The RDN has successfully offered introductory arts and cultural programming in District 69.
- There exists numerous arts and cultural organizations in District 69.

RECOMMENDATION #12

RDN Recreation Services should continue to offer arts and cultural opportunities as part of its programming mix. Arts and cultural programming offered by the RDN should be primarily introductory level and focused on skill development and building arts and cultural capacity in Oceanside.

RECOMMENDATION #13

Wherever possible, it is suggested that the RDN leverage the expertise of existing arts and cultural resources in the community and create alignment between RDN programming and community organization programming. It is also suggested that the RDN further engage with the Town of Qualicum Beach and City of Parksville to gain a further understanding of the previous planning that both municipalities have undertaken related to arts and culture.

Reasoning and Benefits

- Sustains a valuable program offering.
- Ensures that diversity of programming exists in the region.
- Fosters cultural capacity.
- Leverages existing skills sets and passions.
- Creates increased alignment between all arts and cultural providers in the Oceanside area.

Suggested Implementation Tactics and Strategies

- Continue to offer arts and cultural programming as part of the District 69 Recreation Services programming mix.
- Engage with the Town of Qualicum Beach, City of Parksville and arts and cultural groups to gain a better understanding of previous programming and overall needs and gaps in the area.

TOPIC: REDUCING BARRIERS TO PARTICIPATION

Current Situation

RDN Recreation Services currently provides access to recreation programs for individuals facing financial barriers through a Financial Assistance Program offered in collaboration with the Society of Organized Services (S.O.S). The RDN also helps promote KidSport, a not for profit program available to children and youth 18 and under.

The Inclusive Support Program is available to individuals facing physical and/or cognitive barriers to participation. Support workers are available to assist individuals with swimming and skating at no charge. The RDN also has relationships with numerous organizations and agencies in District 69 that provide services to individuals facing physical, social or cognitive barriers to participation.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Age/health issues and cost of programs were both identified as barriers to participation by approximately one-quarter of District 69 households.
- Northern Community Recreation Services assisted 234 households in 2016 through the Fee Assistance Program. This figure was higher than in previous years.
- Trends and leading practices reflect that service providers are placing an increased emphasis on reducing financial barriers and social inclusion.



RECOMMENDATION #14

RDN Recreation Services should sustain the Financial Assistance Program and Inclusion Support Program. Where possible, further engagement should be undertaken with community partners and other organizations to increase the awareness of these support programs.

RECOMMENDATION #15

Consider supporting the start-up of a local KidSport chapter.

KidSport is an established and respected organization with brand awareness and a successful model for facilitating participating in sport programs for youth facing financial barriers. The success of a local chapter will be dependent upon support and involvement from the local community, including sport organizations. The RDN is ideally suited to play a key role in the start-up of a local chapter, which could include the following roles:

- Recruitment of chapter committee members.
- Seed funding.
- Capacity building (e.g. providing training and other supports).
- Promotions and awareness (e.g. signage, brochures and application forms in facilities and on the RDN website).
- Administrative support (e.g. assistance with processing application forms).

Should it be determined that the start-up of a local chapter is not currently viable, an alternative could be to provide funding to the KidSport B.C. provincial fund. Doing so would potentially allow for increased promotion of the provincial fund locally in Oceanside.

Reasoning and Benefits

- Sustains existing supports that provide recreation opportunities for residents facing barriers to participation.
- An increased focus on promotion can help expand the reach and benefits of existing support programs.
- The start-up of a KidSport chapter would provide a locally based organization that can more effectively facilitate sport participation for youth facing financial barriers.

Suggested Implementation Tactics and Strategies

- Sustain existing programs.
- Collaborate with content experts (local agencies and service providers) to identify opportunities and methods to enhance awareness and promotions.
- Continue to monitor program uptake for the Financial Assistance and Inclusion Support programs and be prepared to increase funding amounts as awareness of the programs expands.
- Investigate the start-up of a local KidSport chapter.



TOPIC: MARKETING AND AWARENESS

Current Situation

Programming and events offered by the RDN are currently promoted in the Active Living Guide (published twice annually) as well as local media (newspapers, radio) and the RDN website. Promotional materials such as posters and brochures are also developed and posted in RDN and partner facilities. RDN Recreation Services has a dedicated part-time marketing position that develops these materials and plays an important role in the creation of the Active Living Guide.

Research Considerations (from the State of Recreation in District 69 Research Report)

- 56% of households in District 69 are satisfied with the overall promotions and marketing of RDN Recreation Services.
- 70% of households in District 69 are satisfied with the Active Living Guide.
- The top two ways that households in District 69 prefer to get information about recreation opportunities are local newspapers (67%) and the Active Living Guide (54%).

RECOMMENDATION #16

RDN Recreation Services should continue to place a priority on the marketing of recreation programs and opportunities in District 69.

Key marketing tactics and approaches that should be sustained or prioritized are outlined as follows:

- Continue to sustain a dedicated marketing position for District 69 recreation.
- Development of more consistent branding materials and messaging that communicate both specific opportunities (programs and events) and the overall benefits of participating.

Reasoning and Benefits

- Successful marketing and promotions of recreation opportunities is a critical given the dynamics of the region.
- There is a high level of satisfaction with current marketing and promotions methods; sustaining these methods while integrating new methods will continue to maximize awareness of recreational opportunities.

Suggested Implementation Tactics and Strategies

- Balance traditional methods that remain popular (Active Living Guide and local newspapers) with new media/ social media.
- Continue to utilize engagement and research data when developing marketing campaigns and materials.

TOPIC: FUTURE STRATEGIC INITIATIVES

Current Situation

RDN Recreation Services has a strong track record of undertaking planning exercises and executing on the strategies and recommendations provided. The Youth Strategic Plan is an example of a planning exercise focused on a specific demographic subset of the population that has helped drive actions and priorities for RDN staff. The RDN has also developed a Recreation Services Master Plan approximately every ten years which provides overarching strategic level guidance for the provision of recreation opportunities in District 69. The RDN does not currently have specific strategic planning pertaining to older adult recreation and community events in District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The RDN developed a Youth Recreation Strategic Plan in 2011 through a process that involved input from youth stakeholders, community organizations and RDN staff.
- Some asset mapping for sport tourism has been conducted.
- Findings from the household survey indicate that demand for a youth centre decreased significantly from 2006 to 2017 (40% to 23%).
- Community and social events were identified by households as a top five programming priority for all age groups.
- District 69 has an older population in comparison to provincial averages and senior’s recreational opportunities are a key appeal of the region.



RECOMMENDATION #17

It is recommended that RDN Recreation Services undertake the following strategic planning initiatives in the next 2 –5 years:

Recommended Strategic Planning Initiative	Potential Topics to Explore
Development of a Community Events Support Strategy	<ul style="list-style-type: none"> • Opportunities to expand the awareness of existing events. • Issues and challenges facing existing events (and the groups that organize them). • Event gaps and emerging demand. • Opportunities for expanded partnerships and collaborations. • Sport tourism approaches and opportunities.
Development of an Older Adults/Age Friendly Strategy	<ul style="list-style-type: none"> • Specific program and activity needs and demands. • Barriers to participation and ways to mitigate them. • Key considerations and factors that influence participation.
Update of the Youth Recreation Strategic Plan	<ul style="list-style-type: none"> • Revisit and refresh priorities from the previous Plan. • Identify trends and changes over the past five years. • Identify implementation successes from the previous plan. • Further explore related Master Plan research and engagement findings (e.g. why has demand for a youth centre decreased?).
Continue to Conduct Regular Fees and Charges Reviews	<ul style="list-style-type: none"> • Appropriate balance between cost recovery and affordability. • Refresh (as/if necessary) how fees and charges are determined.

Reasoning and Benefits

- Will provide specific and strategic guidance in important areas that may also help inform future initiatives and projects.
- Provides the opportunity to further explore specific key areas of recreation service provision.
- Provides the opportunity to engage stakeholders in a focused conversation around issues and opportunities.
- Likely to identify increased opportunities for collaboration among stakeholder groups and the RDN.

Suggested Implementation Tactics and Strategies

- Allocate the required financial and staff resources to undertake the suggested planning.
- Ensure that the Engagement Framework (see Recommendation #8) is integrated into the project terms of reference.



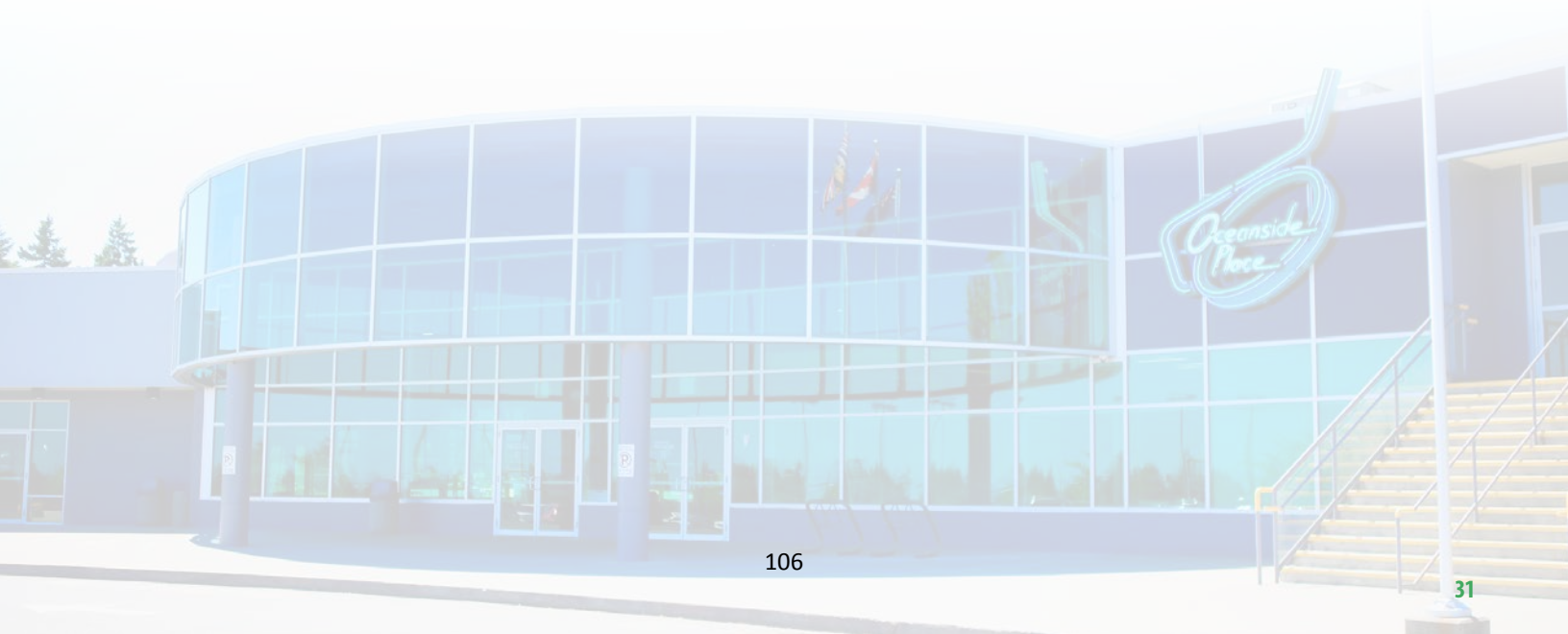
INFRASTRUCTURE RECOMMENDATIONS

INCLUDED IN THIS SECTION:

- Overview of current infrastructure provision and identified issues that require guidance.
- Recommendations pertaining to future infrastructure priorities and planning.

OVERVIEW

RDN Recreation Services are responsible for the operations of Oceanside Place (Parksville) and the Ravensong Aquatic Centre (Qualicum Beach). Excluding tax support (annual subsidy), revenues from Oceanside Place in 2017 were \$639,000 (28% cost recovery). Revenues for the Ravensong Aquatic Centre were \$667,370 in 2017 (25% cost recovery). Budget projections indicate that cost recovery will increase slightly in coming years.



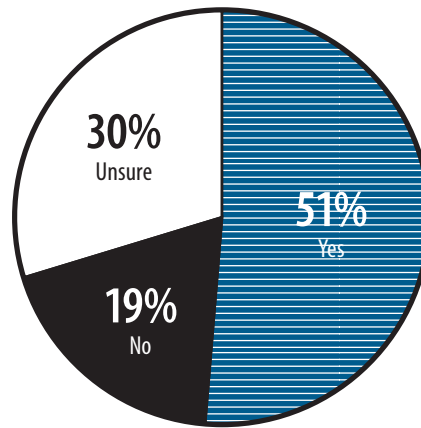
Northern Community Recreation Services also utilizes a number of community spaces for the direct delivery of recreation programs and activities. Two of these spaces, Craig Street Commons (formerly the Parksville Elementary School) and Qualicum Commons, are decommissioned school buildings where the RDN leases space from the School District 69. In addition to these spaces, Northern Community Recreation Services rents community spaces as required at facilities throughout District 69.

A number of facility initiatives have been identified in District 69 as potential future projects. These initiatives include the expansion of the Ravensong Aquatic Centre and the development of an outdoor multi-sport facility. In coming years, a decision will also need to be made on the future of the District 69 Arena (curling facility). As illustrated by the graphs below, the Resident Survey confirmed that there is demand for new or enhanced facility development in District 69 (approximately half of households believe development is needed).

QUESTION:

Do you or members of your household feel that new or enhanced indoor recreation facilities are needed in District 69 (Oceanside)?

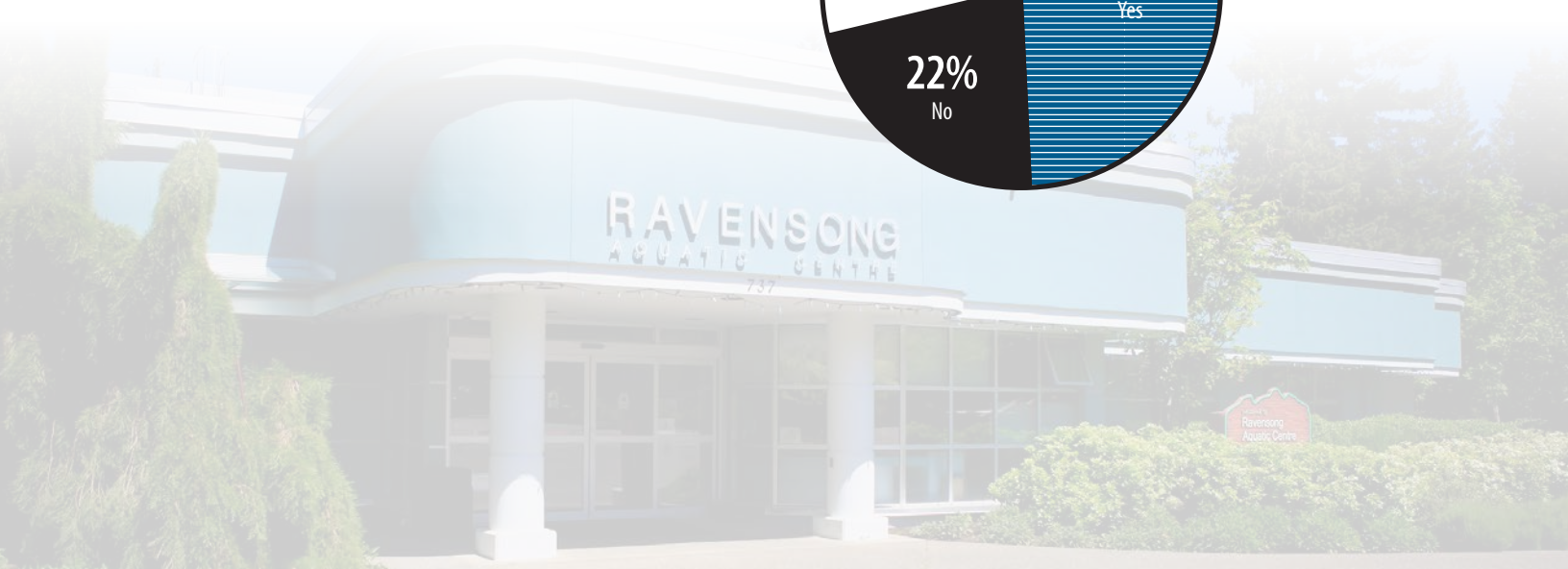
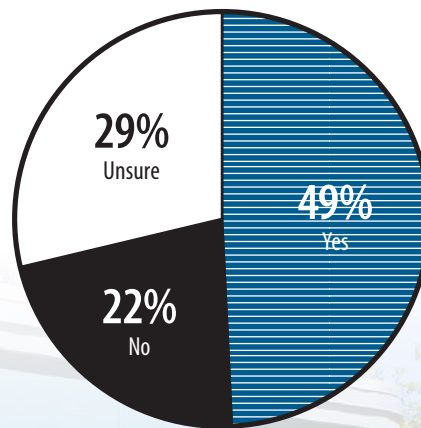
Need for New/Enhanced Indoor Recreation Spaces



QUESTION:

Do you or members of your household feel that new or enhanced parks and outdoor recreation facilities are needed in District 69 (Oceanside)?

Need for New/Enhanced Parks and Outdoor Recreation Spaces



Provided as follows in this section are recommendations pertaining to the specific infrastructure issues identified for the Master Plan project as well as additional issues and opportunities that have emerged through the research.

The recommendations have been based on the engagement and research findings and present a suggested approach to addressing the future provision of recreation facilities. **Provided in Section 6 is an implementation framework which provides additional detail and requirements pertaining to timing, next steps, and required resources. Estimated capital and operating cost impacts are also identified in Section 6 to help guide future actions and planning.**

Resident Priorities from the Resident Survey

Indoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Indoor Swimming Pool	39%	26%
2	Health and Wellness/ Fitness Centre	35%	19%
3	Multi-purpose Recreation Facility	33%	14%
4	Performing Arts Centre	18%	16%
5	Teen/Youth Centre	22%	11%
6	Seniors Centre	14%	18%
7	Ice Arena	2%	17%

Outdoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Walking/Hiking Trails	45%	39%
2	Natural Parks and Protected Areas	36%	32%
3	Picnic Areas and Passive Parks	27%	30%
4	Bicycle/Roller Blade Paths	31%	20%
5	Playgrounds	14%	20%
6	Track and Field Facility	13%	13%
7	Sport Fields	8%	15%



TOPIC: RAVENSONG AQUATIC CENTRE—FUTURE EXPANSION FEASIBILITY ANALYSIS

Historical Context and Current Situation

The Ravensong Aquatic Centre was constructed in 1995. The original debenture debt associated with constructing the facility was paid off in 2015. In 2010, approximately \$4.8M in remediation work was completed to the facility. The debt required to conduct this work was paid off in 2016. The 2010 remediation work did not increase the programming space or amenities at the facility and was simply required to address structural and mechanical issues.

A study was commissioned in 2009 to explore options for expanding the facility. Two options were identified for expansion of the facility with an estimated capital cost at the time of \$6.4M and \$7.1M. **The floor plans (test fit concept plans) for these two options are provided in Appendix B of this document.** The costs associated with both options were updated in 2013 and again in 2016. The following chart provides an overview of the anticipated capital cost escalation for the two options that were identified in the original study and subsequent updates.

Estimated Cost of Expansion: Ravensong Aquatic Centre			
Year	Cost Estimate (\$)	Change (\$)	Change (%)*
2010	\$6,400,000 – \$7,100,000	N/A	N/A
2013	\$7,200,000 – \$7,900,000	\$752,000 – \$785,000	12% (average)
2017	\$7,850,000 – \$8,360,000	\$630,000 – \$534,600	8%
2018	\$8,635,000 – \$9,196,000	\$785,000 – \$836,000	10%
2019	\$9,498,500 – \$10,115,600	\$863,500 – \$919,600	10%
2020	\$10,448,350 – \$11,127,160	\$949,850 – \$1,011,560	10%
Total Cost Escalation (2010 to 2020)		\$4,048,350 – \$4,027,160	~40%

* Recent cost analysis undertaken by the RDN and other public sector entities across B.C. suggests that annual escalation for major infrastructure projects could range between 8 – 10% from 2018 and 2020.

As part of the study update in 2013, David Hewko Planning and Project Management was also retained to further explore the operating implications of the potential expansion project. This sub-study identified a number of operational implications that should be taken into account if an expanded Ravensong Aquatic Centre is pursued, including:

- Leisure aquatics will experience a higher density of use, consequently increasing the revenue generated per square foot of water surface area. However the leisure aquatics marketplace and level of utilization is less predictable than for traditional 25 metre program tanks.
- Despite an increase of 80% in built space and 60% in water area, the operating deficit should only increase by 25% – 50% annually.

Currently, the facility remains the most used indoor recreation facility in District 69. As reflected in the following chart, swim visits and program attendance have continued to increase over the past five years of operation. It can be reasonably stated that the facility is at capacity during many peak operating hours.

Ravensong Aquatic Centre	2012	2013	2014	2015	2016	2017
Percentage of Hours Used	98%	93%	93%	93%	95%	95%
Program Registrants	2,412	2,700	2,539	2,539	2,550	2,833
Total Program Attendance	23,242	22,650	21,427	21,427	25,500	28,330
Total Public Swim Admissions	85,000	90,490	89,127	89,127	93,724	95,562

Research Considerations (from the State of Recreation in District 69 Research Report)

- Consultation findings show that improved indoor aquatics provision is a high priority for residents and user groups. However varying viewpoints exist on the best way to move forward.
- Current operations for the Ravensong Aquatics Centre require an annual subsidy of approximately \$1.9M (~25% cost recovery).
- Trends in recreation support a continue preference for spontaneous recreation opportunities, such as leisure aquatics and lane swimming.
- Sub segment analysis of the resident survey findings indicate that residents in the Qualicum Beach and surrounding areas prefer to see the existing facility sustained, while residents in other areas of District 69 prefer that a new facility be constructed.
- Fifty-three percent (53%) of households would support an annual increase in taxation in order to provide new or improved services. Regular users of the Ravensong Aquatic Centre are more likely to support an increase as opposed to non-users.
- District 69 is experiencing moderate levels of growth. Population projections indicate that in 2026 the population of District 69 could be between 51,536 and 55,767 residents.



Potential Options

Outlined in the following chart are three potential approaches to enhance the provision of indoor aquatics in District 69. These three approaches reflect a change of potential options and investment levels that could be considered and used to inform future decision making. All three options reflect a significant capital investment into the enhanced provision of aquatics in District 69. Capital funding will need to be procured before this investment can occur and is likely to require funds from a combination of sources including the RDN (through an increased tax requisition) and grants from senior levels of government. **It is important to note that the dollar figures presented in the following chart reflect estimated 2018 costs. As reflected on page 34, it is anticipated that annual cost escalation could range between 8 – 10%. Should this occur, Option 1 could escalate to ~\$9.6M by 2020/2021; Option 2 could escalate to ~\$12.02M by 2020/2021; and Option 3 could escalate to ~\$22.03M by 2020/2021.**

Option	Description	Capital Cost (2018, \$M) ^A
Option 1: Aquatics Expansion and Wellness Centre Addition	<p><i>* Reflects the optimal option as identified in the 2010 expansion study (Approach #2).</i></p> <p>Expansion of the building envelop resulting in a new aquatics space. Primary elements of this space will include:</p> <ul style="list-style-type: none"> • A leisure aquatics focused area (example amenities could include a shallow depth entry, lazy river, slide(s), play features, etc.). • Small lap pool (2 – 3 lane capacity, depth to allow for program use). <p><i>** Specific amenities and features to be further refined through detailed design if the project moves forward to that stage of planning.</i></p> <p>In addition to the aquatics enhancements, a key component to this option is the development of a medium scale fitness/wellness facility (~400 m²). Upgrades will also occur to enhance support spaces in the facility (change rooms, flow spaces, and washrooms).</p>	\$8,676,752
Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank	<p>Same enhancements as Option 1 plus the addition of 2 lanes to the existing main tank.</p> <p><i>* The addition of two lanes will require the removal of the existing shallow tank and relocation of the hot pool.</i></p>	\$10,931,002
Option 3: Replacement New Facility Development	<p>A replacement new facility would be constructed using the general parameters outlined in Option 2, including:</p> <ul style="list-style-type: none"> • 8 lane x 25 metre program tank • Dedicated leisure aquatics area • ~4,500 ft² fitness/wellness facility • Multi-purpose room 	\$20,030,124 (excluding site purchase and costs)

A Additional detail (cost charts) for each option is provided in Appendix C.

The chart below identifies the incremental space added by each of the renovation options outlined above (Option 1 and 2).

Component	Existing Area (m ²)	Additional Area: Option 1 (m ²)	Additional Area: Option 2 (m ²)	Total Area: Option 1 (m ²)	Total Area: Option 2 (m ²)
Wet Areas					
Natorium (Leisure aquatics areas and small lap pool)	840	520	630	1,360	1,470
Change Rooms (320 m ² – 80 m ² to be converted to office space)	240	160	160	400	400
Pool Mechanical and Storage	260	70	70	330	330
Total Wet Areas	1,340	750	860	1,760	1,870
Dry Areas					
Administration and Reception	80	0	0	80	80
Administration (Repurposed from family change)	80	0	0	80	80
Lobby/WC	160	40	40	200	200
Wellness Centre	0	400	400	400	400
Multipurpose Room	0	100	100	100	100
Total Dry Areas	320	540	540	860	860
Facility Totals	1,660	1,290	1,400	2,620	2,730

Options Context and Considerations

The provision of aquatics opportunities (operations of the Ravensong Aquatic Centre) is the single largest operational aspect of recreation service provision by the RDN in District 69 (subsidy of approximately \$1.9M annually). All three of the potential options presented on page 36 will require a significant and ongoing financial investment. While the facility is well utilized and the benefits of providing aquatics opportunities are undeniable, it is important that future investment be “right sized” to the market area. Identified below are a number of additional considerations that were taken into account in the identification of the three potential options.

- In British Columbia, the provision ratio for 50 metre pools is approximately 150,000 – 200,000 residents per facility. While a few exceptions exist, typically only communities exceeding 100,000 residents are in a position to provide a 50 metre pool facility. This level of provision can generally be attributed to a number of limiting factors, including:
 - » The operational cost associated with a 50 metre pool;
 - » The lifecycle replacement cost required to sustain a 50 metre pool; and
 - » Market demand (i.e. sport tourism potential, swim club size and needs, etc.).
- 50 metre pool facilities present a number of programming and functional challenges. These include:
 - » Large quantity of buffer space is required between leisure aquatics spaces and 50 metre pool tanks to manage different uses and tank capacities;
 - » Bulkhead systems, while able to divide the tank, have some access limitations and potential hazards for stationary types of aquatics programming (e.g. aquasize); and
 - » The depth required for 50 metre tanks to accommodate sport based swimming often limits the ability to create access points for individuals with physical or skill limitations (e.g. zero depth entry points, shallow swimming areas and progressive levels of pool depth).
- The current Ravensong Aquatic Centre site is constricted and the expansion potential is likely limited to what is proposed in Options 1 and 2.
- The development of a new facility on a new site would require significant financial resources and the acquisition of a major land parcel. The cost outlined for Option 3 (~\$20M) does not include land and servicing costs and only reflects a facility of the same scale as outlined in Option 2.
 - » The costs associated with developing a larger scale aquatics centre (e.g. 50 metre pool and large scale leisure aquatics area) is estimated in the magnitude of \$60M – \$90M and could require an operational subsidy that is double what is currently required.
- Finding qualified lifeguards is currently a challenge for the RDN. An expanded facility will require additional guards and could limit operational hours and programming opportunities.



Options Analysis

The following chart provides a high level analysis of the strengths and challenges of each potential option.

Option	Strengths	Challenges
Option 1: Aquatics Expansion and Wellness Centre Addition	<ul style="list-style-type: none"> • Meets needs for expanded leisure aquatics and enhanced amenity spaces and at the lowest investment level of the options identified. • Least potential for impact on existing facility operations during renovation and expansion. • Expanded leisure aquatics area would take some pressure off of the existing program tank. • Sustains the existing small leisure pool area. 	<ul style="list-style-type: none"> • Does not fully address capacity issues with the existing program tank. • The renovation and expansion of an older facility could bring about unknown challenges or potential costs (however the probability of these challenges is believed to be minimal).
Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank	<ul style="list-style-type: none"> • Fully addresses capacity issues with the existing program tank along with the enhancements identified in Option 1. • Better positions the facility to meet both program and competition hosting needs. • Opportunity to refresh deck space as part of the renovation. 	<ul style="list-style-type: none"> • Would require the removal of the existing small leisure pool area. • Likely to require complete facility shutdown during renovations. • Incremental investment required to add two lanes of program tank capacity is ~\$2.3M. • The renovation and expansion of an older facility could bring about unknown challenges or potential costs (however the probability of these challenges is believed to be minimal).
Option 3: Replacement New Facility Development	<ul style="list-style-type: none"> • A “from scratch” approach would create optimal design and functionality for the program tank and leisure aquatics. • A new facility would be unlikely to require capital upgrades for a number of years. 	<ul style="list-style-type: none"> • Highest cost option (approximately double the cost of Option 2). • District 69 would be challenged financially to sustain two indoor aquatics facilities; re-purposing or decommissioning of the Ravensong Aquatic Centre would likely be required at an additional cost.

Given the program similarities, it can be reasonably assumed that the operating impacts and assumptions outlined in the 2013 report developed by David Hewko Planning & Program Management would remain valid for all three options.



Options Scoring

The three potential approaches have been scored using the following considerations and criteria. As reflected in the chart, Options 1 and 2 tied for the highest score.

Consideration	Scoring Criteria	Options Scoring			Scoring Rationale
		Option 1	Option 2	Option 3	
Project Capital Cost	2 Points: The capital cost of the project is <\$10M. 1 Point: The capital cost of the project is between \$10 – \$15M. 0 Points: The capital cost of the project >\$15M.	2	1	0	As per the projected capital costs outlined in the options chart on the previous page.
Operating Costs	2 Points: Cost recovery may improve (potentially requiring less of a requisition than current). 1 Points: Cost recovery would likely remain the same or have a small incremental increase (requiring a similar or moderately higher requisition than current). 0 Points: Cost recovery is likely to worsen significantly (requiring a higher requisition than current).	1	1	0	The addition of a fitness/wellness facility and leisure aquatics are likely to enhance revenues, but would be offset by the need for additional staffing and the expanded spatial areas of the building.
Leisure Aquatics Impact	2 Points: The option would significantly enhance leisure aquatics opportunities for residents. 1 Point: The option would moderately enhance leisure aquatics opportunities for residents. 0 Points: Leisure aquatics opportunities would not be enhanced.	2	2	2	All options would significantly increase access to leisure aquatics amenities in District 69.
Sport and Lane Swimming Impact	2 Points: The option would significantly expand lane swimming capacity. 1 Point: The option would moderately expand lane swimming capacity. 0 Points: The option does not expand lane swimming capacity.	1	2	2	The addition of a new, dedicated leisure aquatics area would reduce some of the pressure on the existing lane swimming tank in Option 1 (by creating another area that can be used for some swimming lessons and programs) but would not physically add increased lane capacity. Options 2 and 3 would add additional lane capacity.
Programming Impact	2 Points: The option would add significant incremental programming capacity. 1 Point: The option would add modest incremental programming capacity. 0 Points: The option would add no incremental programming capacity.	1	2	2	The addition of a new dedicated leisure aquatics area would include a small program space and alleviate some pressure from the existing main tank. As such, Option 1 receives 1 point. Option 2 would additionally expand the main tank and create significantly more program space and is awarded 2 points.
Impacts on Existing Infrastructure	2 Points: The option sustains and enhances existing RDN recreation infrastructure. 0 Points: The option could require the RDN to decommission or retrofit of an existing facility (likely to have additional cost implications).	2	2	0	Options 1 and 2 would sustain and enhance the existing Ravensong Aquatic Centre. As two aquatics facilities may not be feasible, Option 3 may require the RDN to incur costs associated with the retrofit or decommissioning of the Ravensong Aquatic Centre.
Other Recreation Opportunities and Synergies	2 Points: The option would provide opportunities to meet other community recreation needs (e.g. program spaces, fitness/wellness rooms). 0 Points: The option would not include any other recreational spaces.	2	2	2	All options would provide additional space that could be used for fitness/wellness/dryland programming.
Impact on Operations During Construction	2 Points: The current aquatics facility could remain open during construction with minimal disruption. 1 Point: The current aquatics facility could remain open during part of the construction period, with some level of disruption and/or patron convenience. 0 Points: The current aquatics facility would need to be closed during most of the construction period.	1	0	2	Option 1 does not involve any direct work to the program tank and thus could potentially remain open during some of the construction period. However, construction on amenity areas and building systems would likely result in some disruption or closure. Option 2 is likely to require closure during most of the construction period due to the expansion of the existing program tank and amenity area renovations. Option 3 would not impact operations at the Ravensong Aquatic Centre.
Total Points		12	12	10	—
Rank		1	1	3	—

Note: Other considerations that could be added to the metric and scored for each option include: project time frames and the expected incremental annual tax requisition required. However, in order to accurately score these considerations additional information is required.

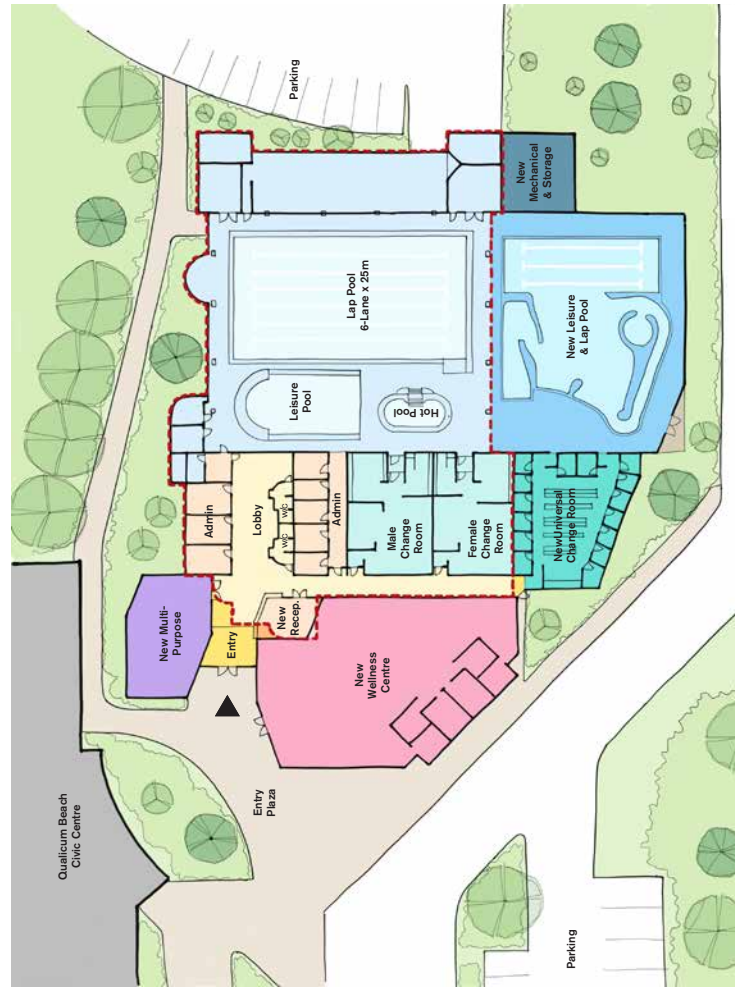
Option 1: Aquatics Expansion and Wellness Centre Addition

HCM A

November 7 2017

Ravensong Aquatic Centre Expansion
Concept Study

01



Option 1

- KEY**
- Lobby & Washrooms - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multipurpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Natatorium - Existing
 - Natatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Centre - Existing
 - Pedestrian Sidewalk
 - Landscaping
 - Extent of Existing Building
 - ▲ Entrance

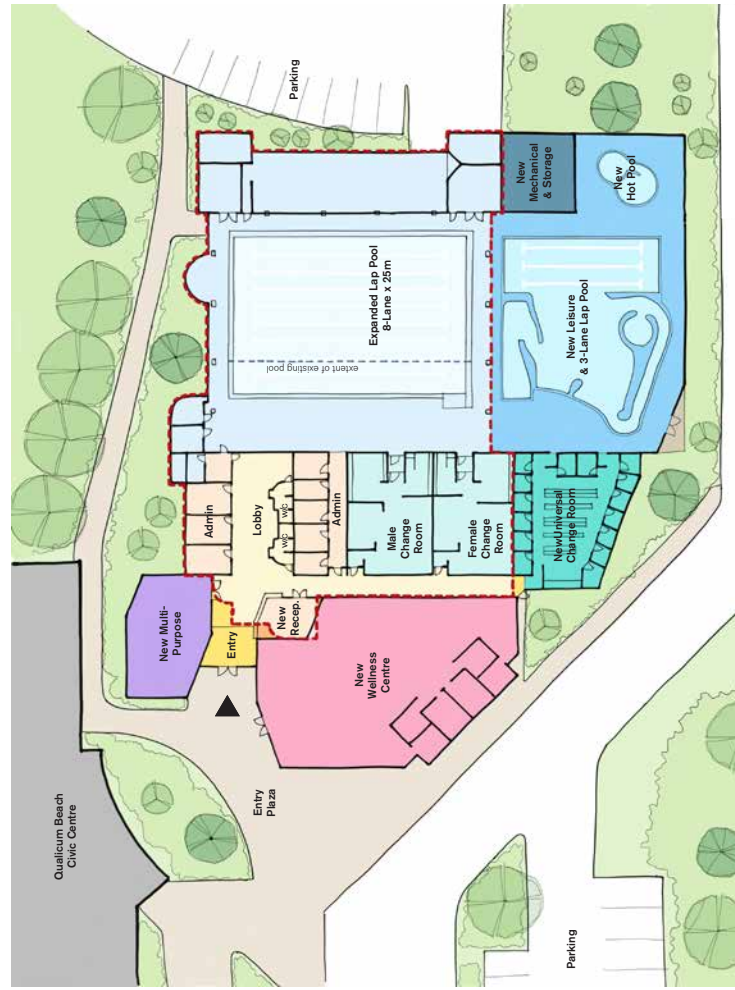
Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank

HCM A

November 7 2017

Ravensong Aquatic Centre Expansion
Concept Study

02



- KEY**
- Lobby & Washrooms - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multipurpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Natatorium - Existing
 - Natatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Centre - Existing
 - Pedestrian Sidewalk
 - Landscaping
 - Extent of Existing Building
 - ▲ Entrance



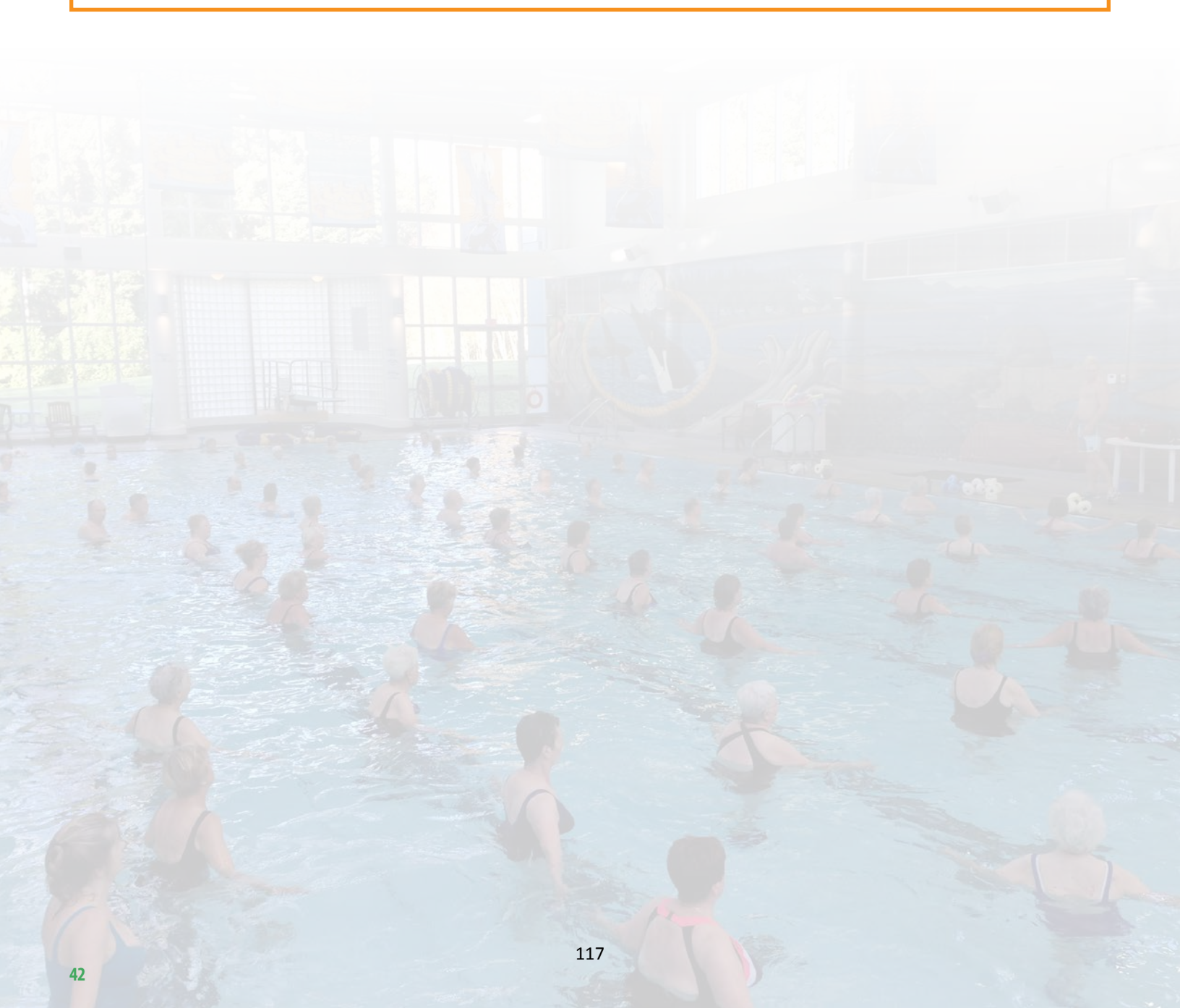
Option 2

RECOMMENDATION #18

Should the RDN move forward with a major expansion of the Ravensong Aquatics Centre, it is recommended that either Option 1 or 2 be pursued (renovation of the Ravensong Aquatics Centre). The development of a new facility is not recommended at this time.

RECOMMENDATION #19

Based on current population and demand indicators, it is recommended that the RDN maintain the provision level of one indoor aquatics facility in District 69. The investigation of a second indoor aquatics facility is not likely warranted until the population of District 69 is nearing or exceeds at least 60,000 – 70,000 residents. Based on current population growth projections, it is not anticipated that District 69 will reach this population level until at least 2030.



TOPIC: CURLING DEMAND AND FUTURE OPTIONS

Historical Context and Current Situation

When Oceanside Place was opened in 2003, the District 69 Arena was retrofitted into a 5 sheet curling facility to provide a home for the new Parksville Curling Club. The Club has continued to experience growth and has a current membership in excess of 600 participants. As one of a small number of facilities in the region and province with “arena ice”, the facility has developed a niche as a desired training location for a number of high level teams.

The Qualicum and District Curling Club operates a 4 sheet facility and has approximately 250 members. Overall, membership has experienced some levels of decline in recent years. The facility is owned by the Town of Qualicum Beach and operated by the Club. The facility also requires short term upgrades to building systems and structural components.

The District 69 Arena is owned by the RDN and located on the Parksville Community Park site. The land on which the facility is located is owned by the City of Parksville and leased to the RDN at no cost. The RDN sub-leases the facility to the Parksville Curling Club. Of significance, the lease agreement between the City and the RDN expired in March of 2018 and was renewed for another five year term. The City is currently undertaking a planning project to create a future vision and long term plan for the park site. The results of this planning project are currently unknown and may impact the future of the facility.

An assessment of the facility (completed in 2014) identified that upgrades in the range of \$350,000 to \$500,000 were required within five years (by 2020) to sustain the facilities mechanical systems and key structural components. Over \$1M of work is likely required in the next five to ten years to sustain the facility for the long term. The procurement of these funds is the responsibility of the Curling Club and will likely be raised through a combination of public and private sources. Should demolition of the facility occur in the future it is estimated that approximately \$1M would be required to remove the facility and properly remediate the land. These costs are the responsibility of the RDN.

Financial Considerations

The exploration of potential options for the District 69 Arena needs to take into account a variety of potential cost implications and regional curling facility needs in the context of other recreation facility priorities. The following chart summarizes a range of potential curling facility options and associated costs.

Potential Option	Estimated Cost (2018 Dollars)
Sustaining the existing District 69 Arena as a curling facility (for 10+)	\$350,000 – \$500,000 (within 5 years) \$1,000,000+ (5 to 10 years)
Demolition	~\$1,000,000
New Local Curling Facility (4 – 5 sheets)	\$4,000,000 – \$6,000,000
New Regional Curling Facility (6 – 8 sheets)	\$7,000,000 – \$9,000,000

Research Considerations (from the State of Recreation in District 69 Research Report)

- There are currently 9 sheets of curling ice in District 69.
- The Parksville Curling Club is experiencing growth while the Qualicum and District Curling Club has experienced slight decline.
- There are approximately 800-900 registered curlers in District 69.
- Demographics in the region suggest that curling participation levels may be sustainable.
- There is a need for multi-purpose recreation program space in District 69 (the District 69 Arena has been used for some programming during non-operational seasons).
- Despite the stability of curling activity in the local area, curling provincially and nationally is in decline. There are currently many fewer curling rinks in BC than existed 20 years ago.

RECOMMENDATION #20

It is recommended that District 69 Arena continue to operate as a curling facility for as long as the facility is available. The growth of the Parksville Curling Club and popularity of the sport in District 69 indicates that the facility provides the greatest benefit in its current use.

RECOMMENDATION #21

The RDN should work collaboratively with the City of Parksville, the Town of Qualicum Beach, and curling stakeholders to determine the best long term course of action for curling infrastructure in District 69.

As indicated on the previous page, the City is currently developing a master plan for the Parksville Community Park site which may provide further clarity on the future of the District 69 Arena site (the RDN's lease of the Arena site expires in March 2018). The future state of the curling facility in Qualicum Beach will also impact the curling landscape and needs in District 69. Ongoing communication between all stakeholders (City, Town, RDN and curling clubs) should occur to determine the most suitable future approach.

Suggested Implementation Tactics and Strategies

- Continue to support the use of the facility in its current use.
- If possible, provide input into the City of Parksville's Community Park master plan process. Remain current on the status of the project and potential impacts.
- Collaborate with curling stakeholders to determine long term options and associated costs to sustain sufficient curling opportunities in District 69.
- Work with the local curling clubs to identify and pursue provincial and national grant funding for major facility renovations and capital improvements.



TOPIC: OUTDOOR SPORT FIELD AND SPORT SURFACES

Current Situation

Sport field user groups in District 69 currently have access to three main outdoor sport field sites located at the Parksville Community Park, Qualicum Beach Community Park, and Springwood Park. An additional 13 school sites of varying quality and amenities are available in District 69.

Facility/Amenity Type	Location(s)	# of Facility/Amenity Type in District 69
Sports Field Sites (playfields and ball diamonds)	<ul style="list-style-type: none"> • Parksville (Community Park, Springwood Park, Ballenas Secondary, Craig Street Commons, Winchelsea Elementary) • Qualicum Beach (Community Park, Kwalikum Secondary, Arrowview Elementary, Qualicum Beach Elementary) • Area E (Jack Bagley Field) • Area F (Errington Elementary, Former French Creek Community School) • Area G (Oceanside Elementary School) • Area H (Bowser Elementary) 	16 total sites: 3 major/multi-field sport field sites (Parksville Community Park, Qualicum Beach Community Park, Springwood Park) 13 school sites with sport fields (including the Jack Bagley Field) ^B
Lacrosse Boxes	<ul style="list-style-type: none"> • Parksville (Community Park) 	1
Skateboard Parks	<ul style="list-style-type: none"> • Parksville (Community Park) • Qualicum Beach (Community Park) 	2
Tennis Courts	<ul style="list-style-type: none"> • Parksville (Springwood Park: 6 courts; Community Park: 2 courts)^C • Qualicum Beach (3 courts) • Area H (Bowser: 4 courts) 	14
Track and Field Spaces	<ul style="list-style-type: none"> • Parksville (Ballenas Secondary School) 	1 ^D

Note: The Lacrosse Box in the Parksville Community Park is used for pickleball and a number of the tennis court sites identified in the chart above now have pickleball lines on selected courts.

B School fields have varying levels of public use due to size of field, condition or lack of amenities.

C The court spaces at Ballenas Secondary School have been re-surfaced for multi-use and are no longer available for tennis (lines and nets have been removed).

D While included in the inventory, it is notable that the track is not rubberized or of regulation size.

In recent years, an indoor turf field facility has become available at Arbutus Meadows for community groups to rent time during the winter months. The facility is privately operated and consists of two field surfaces. The nearest outdoor artificial turf field is located in the City of Nanaimo.

There is not currently a rubberized outdoor running track available in District 69. The school field at Ballenas Secondary School in Parksville has a dirt track that is not regulation sized.

Research Considerations (from the State of Recreation in District 69 Research Report)

Smaller non-regionally significant outdoor play fields and sport surfaces that are of a magnitude that can be accommodated both in size and cost (capital and operating) in local smaller community areas of both electoral areas and municipalities should continue to be considered. Enhancements to community park areas or improvements to existing play fields and sport courts (tennis, pickleball, basketball court, etc.) provide valuable local recreation amenities to neighborhood areas.

- Although overall resident demand for a multi-purpose outdoor sport complex (e.g. rubberized track, artificial turf field) is lower than some other facility/amenity types, demand for this type of facility among potential primary user groups is high.
- Stakeholders indicated that benefits of a multi-purpose outdoor sport complex could include expanded seasons of outdoor play, enhanced ability to host tournaments and provincial competition and improved user experience.
- Organized sport field use is concentrated at a few major sites.

RECOMMENDATION #22

It is recommended that the RDN work with its partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces.

Currently, organized groups are primarily using major sport field sites (Parksville Community Park, Qualicum Beach Community Park, Springwood Park). Use of fields at school sites during evenings and weekends is minimal. In order to make these sites for suitable for sport organization bookings, the following actions may be required:

- Field assessments (to determine those fields that are of a high enough quality to support more structured and regular use)
- Enhanced maintenance
- Amenity additions
- Assessment of impact of existing uses/functions (e.g. ensure that an adequate supply of spontaneous use fields exist)

RECOMMENDATION #23

The development of a full scale outdoor multi-use sport complex should be revisited in the medium term (~5 years). While this type of facility would benefit user groups and enhance the sport tourism capacity of the area, further public need and financial viability will need to be demonstrated in order to justify moving forward with the development of a full scale outdoor multi-use sport complex in the near term. However, while this recommendation suggests that the development of a facility of this scale is a medium to long term priority, the RDN should begin to explore potential future partnerships and identify land requirements (see Rationale and Next Steps on the next page).

** A full scale outdoor multi-sport complex as referred to here could include amenities such as a synthetic turf field with event capable spectator seating (e.g. ~2,000 capacity) and support amenities, a regulation running/walking track, track and field amenities, and a field house building (i.e. change facilities, concession, etc.).*

RECOMMENDATION #24

To meet short to medium terms needs of outdoor sport groups, the RDN should work with partner organizations to explore the following potential initiatives:

- Upgrades to the existing track at Ballenas Secondary School.
- Potential retrofit of an existing natural surface field to artificial turf.

However, before these initiatives proceed it is recommended that the RDN further clarify:

- The capital and operating costs associated with each of the potential initiatives.
- Potential funding partnerships and grant opportunities.
- Ability of the user groups to pay for access to the upgraded spaces.
- The future status of Arbutus Meadows (privately operated facility).
- The impacts and benefits of each of the potential initiatives (i.e. further quantify the impacts on capacity, seasons of play, sport tourism, etc.).
- The future status of current private sector synthetic turf facilities (Arbutus Meadows).
- Other potential synthetic turf field initiatives in the region (private and public sector).
- The extent to which the development of a synthetic turf field would extend seasons of play and the overall user experience (further quantify and qualify the benefits of a synthetic turf field).
- Impacts on RDN programming capacity and opportunities.

Rationale and Suggested Next Steps

While a new outdoor multi-sport outdoor complex would benefit a number of sport field and athletics user groups, the RDN is faced with a number of infrastructure priorities over the next five years in District 69. The capital cost associated with the development of a full scale outdoor multi-use sport complex consisting of a synthetic turf field, rubberized track and support amenities could range between \$5M and \$10M. Annual operating expenditures for this type of facility typically range between \$75,000 – \$200,000 depending on factors such as the amount of on-site staff needed, lighting requirements, support amenities and the level of user group involvement in facility operations. In most like-sized markets, \$100 to \$150 per hour is generally required in revenues during prime hours of use to achieve cost recovery (break-even).

Although the recommendations provided for sport fields (and related outdoor sport facilities) suggest that major capital development should be a medium to long term priority, there are a number of steps that the RDN can undertake in the short term to prepare for future development. These steps include:

- Investigate opportunities to acquire the land required for a major outdoor multi-use sport complex. Ideally this land parcel would also be sufficient to accommodate future indoor facility development (as outlined in Recommendation #26).
- Work with sport field user groups, local governments and other stakeholders to identify potential sources of capital and operating funding which could include grants from senior levels of government, user group fundraising/contributions and user fees.
- Identify opportunities to enhance the quality of existing spaces.
- Continue to monitor trends and leading practices.
- Identify other revenue generating opportunities such as Development Cost Charges (DCC) for sport and play field development



TOPIC: FITNESS AND WELLNESS FACILITY

Current Situation

Currently, there are private fitness and wellness gyms and studios located in District 69. RDN Recreation Services in District 69 offer registered and drop-in programming but do not operate a fitness facility with equipment or dedicated studio space. Previous expansion studies developed for the Ravensong Aquatic Centre have identified options for the inclusion of a fitness and wellness space that would encompass approximately 4,500 ft² of usable fitness space.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Over one-third (35%) of residents identified that they would like to see a new health and wellness centre/fitness centre in District 69 (second highest priority for new or enhanced indoor facility development).
- Trends support an increased demand for spontaneous fitness and wellness opportunities.
- Physical health/exercise was identified as the most prevalent motivating factor for participation in recreation and related opportunities.

RECOMMENDATION #25

The RDN should identify opportunities to integrate a dedicated medium scale (3,000 ft² to 5,000 ft²) fitness and wellness space into an existing facility. This space should include a mix of equipment and program space. Preliminary options to explore should include:

- As part of a potential expansion to the Ravensong Aquatic Centre (see Recommendation #18).
- Re-purposing of the leisure ice surface at Oceanside Place if required (see Recommendation #30).

RECOMMENDATION #26

The development of a larger scale fitness and wellness space (>5,000 ft²) should be revisited and further analyzed in 5 – 10 years. This facility would ideally be developed as part of a new multi-purpose recreation facility project or major expansion in order to capitalize on development and operational synergies and efficiencies.

While this recommendation suggests that a major new indoor facility in a longer term priority, the RDN should continue to identify opportunities to acquire appropriately sized land parcels for future development. As suggested on the previous page (Sport Field recommendations) it would be ideal for this type of facility to be developed in conjunction with an outdoor sport complex. Doing so provides the opportunity to achieve operational efficiencies and create a destination sport and recreation complex that can be used during all seasons

Rationale and Suggested Next Steps

There is a clear demand for increased fitness and wellness opportunities in District 69. As a key provider of registered and drop-in programming, RDN Recreation Services are ideally positioned to meet this need due to an in-depth understanding of the physical activity wellness marketplace in the District 69.

Offering a fitness facility also can provide a number of financial and operational benefits and synergies, including:

- Cross promotion with existing programs fitness classes and programs
- Ability to capitalize on the sale of fitness memberships.
- Ability to offset facility costs through the addition of a fitness/wellness facility component.
- Increases the variety of recreational opportunities at existing facilities.

The intent of providing fitness opportunities would not be to undermine or negatively impact private fitness operators. An RDN provided fitness and wellness facility in District 69 would instead largely target a different customer base, ensure public access and increase the overall number of fitness and wellness facility users in the area. The existence of a public facility is likely to have a positive downstream impact on private fitness providers.

As indicated in Recommendations #25 and #26, it is suggested that the RDN explore opportunities to integrate a medium scale fitness/wellness facility into an existing facility (as part of a retrofit or expansion). The exploration of larger scale facility should be revisited in ten years. It is also suggested that the RDN continue to work with its partners and stakeholders to monitor potential funding opportunities such as grants from seniors levels of government and land acquisition opportunities.



TOPIC: COMMUNITY PROGRAMMING SPACE REQUIREMENTS

Current Situation

RDN programming offered through Northern Community Recreation Program Services utilizes a number of community spaces for its program offerings. Included among these spaces are Craig Street Commons (formerly the Parksville Elementary School) and Qualicum Commons; both decommissioned school buildings that the RDN leases space at from the District 69 School Division. The RDN also rents space at a variety of community halls and facilities throughout District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- There are relatively high levels of satisfaction with current programming and recreational opportunities.
- While consultation findings revealed that there is a demand for a “hub” facility, residents and stakeholders also value opportunities to access programs and activities in their local communities.
- Financial accessibility and transportation limitations are barriers to participation for some residents.

RECOMMENDATION #27

The RDN should continue to place a priority on maximizing the use of current facilities and spaces and ensuring that recreational opportunities are geographically well balanced.

RECOMMENDATION #28

Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued.

RECOMMENDATION #29

The development of a new indoor multi-purpose recreation facility for recreation programming should be revisited in 5 – 10 years. As suggested in the previous two recommendations, the RDN should first look to maximize the use of existing facilities and spaces in District 69 before contemplating the significant capital expenditure associated with developing a new indoor multi-purpose facility.

However the RDN may need to revisit the need for indoor programming space within an earlier time frame should supply or demand circumstances change in the future (i.e. inability to renew lease agreements for Craig Street Commons and/or Qualicum Commons, population growth, spike in program participation, etc.). If the development of new indoor multi-purpose recreation facility is pursued in the future, the appropriate scale of the facility should likely be in the range of 25,000 ft² to 35,000 ft² of usable space and include amenities such as gymnasium space, multi-purpose program rooms, a fitness centre and specialized program spaces (i.e. arts and cultural spaces, workshop space, youth/senior rooms, child play areas, etc.). As previously suggested for Recommendations 23 and 26 it is suggested that the RDN continue to investigate opportunities to acquire land parcels to accommodate a major recreation development in the future that could include a mix of indoor and outdoor components.

Rationale and Suggested Next Steps

While some limitations exist with community spaces used by Northern Community Recreation Program Services, these spaces remain cost effective and generally are sufficient for the majority of programming offerings. Should expansion of the Ravensong Aquatic Centre or other potential facility initiatives proceed it is also likely that new multi-purpose spaces will become available for programming.

However, current programming offered by the RDN through Northern Community Recreation Program Services is highly reliant on the availability of space at Craig Street Commons and Qualicum Commons and the future of these spaces is dependent upon the renewal of lease agreements between the RDN and the School District 69. The lease agreement for Qualicum Commons was initiated in January 2015 with a term of 5 years (ending in December 2020). The lease agreement for use of Craig Street Commons was renewed in January 2017 for a term of 12 months. Both agreements provide an option for renewal subject to agreement from both parties. RDN Recreation Services will need to continue communicating on a regular basis with the School District 69 to stay current on future plans for both buildings.



TOPIC: OPTIMIZING THE LEISURE ICE SPACE AT OCEANSIDE PLACE

Current Situation

The leisure ice surface at Oceanside Place (also referred to as the Oceanside Pond) sits in a prime location in the facility near the main entrance. The space is circular in shape with high ceilings and is glassed in, making it viewable from the facility lobby. Currently, the ice is left in from September through April and the facility is converted to multi-purpose dry floor space from May to August.

While the space is valued by many users in its primary use as a leisure ice facility, the full potential of the amenity has not been fully realized and ice utilization does not approach capacity. As demand for other types or program space continue to emerge, it will be incumbent upon RDN Recreation Services to ensure that available spaces are maximized.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Consultation findings reflect high levels of demand for fitness, wellness and multi-purpose programming space while also suggesting that indoor ice is suitably provided.
- On average, Oceanside Place accommodates over 20,000 public skate visits annually. The majority of public skating occurs on the boarded ice surfaces.
- The percentage of ice booked on the boarded surfaces has ranged from 62% to 85% since 2012.

RECOMMENDATION #30

Given its primary location in Oceanside Place, RDN Recreation Services should place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. Re-purposing of the space to meet other recreation needs may be warranted if utilization of the space cannot be increased.

Potential Course of Action

The following course of action is suggested to help identify the best long term use for the space:

Step 1: Attempt to increase utilization within the current nature of use (winter ice, summer dry floor space).

- Place an increased focus on the development of programming geared towards using the leisure ice surface during “ice-in” months.
- Work with ice user groups to increase utilization of the space during community offered programming.
- Further promote rental and group use opportunities.
- Prioritize using the space for fitness classes during “ice out” months. * May require an investment in facility equipment or some minor aesthetic enhancements to the space.

If Step 1 initiatives prove successful, maintain the current nature of use. If Step 1 initiatives are not successful after a reasonable period of time (2 – 3 years), it is suggested that the RDN explore alternative uses of the space. These uses could include:

- Dedicated fitness and wellness facility (e.g. combination of equipment and studio space)
- Year-round multi-purpose program space
- Suitable space to meet needs for new or emerging activities

It is important to note that potential re-purposing options for the space will be dependent upon other factors including the potential expansion of the Ravensong Aquatic Centre, the availability of current programming spaces used by the RDN and other market conditions.

Final decision making on re-purposing the leisure ice or any other space should also follow the Facility Project Development Framework outlined in Recommendation #35.

TOPIC: TRAILS, PARKS, AND OPEN SPACE AS IMPORTANT RECREATION AMENITIES

Current Situation

The RDN Recreation and Parks Department branches off into two areas of focus: Recreation Services and Parks Services. Parks Services is responsible for the planning, development and maintenance of trails, parks and open space in District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The top 9 most participated in recreation activities take place outdoors.
- Parks, trails/pathways, and open spaces were the most utilized recreation amenities in all communities and Electoral Areas within in District 69.
- The top five resident priorities for new or enhanced outdoor recreation facilities on District 69 are: walking/hiking trails, natural parks and protected areas, bicycle/roller blade paths, picnic areas and passive parks, and playground (track and field facility and sports fields were #6 and #7).
- Outdoor skill development and nature education for children, youth and teens were identified by residents as priority areas for enhanced recreation programming.

RECOMMENDATION #31

RDN Recreation Services should be involved as a key stakeholder in future parks, trails and open space planning wherever possible to provide a recreation “lens” to decision making and identify synergies with recreation facilities and programming.

Reasoning and Benefits

- Ensures that active and passive recreation is considered in the planning of parks, trails and open spaces.
- Reflects the importance of outdoor spaces as valued recreation assets.
- Identifies opportunities for integration between indoor and outdoor spaces and amenities.
- Further embeds strong internal collaboration within the Recreation and Parks department.

TOPIC: FUNDING SOURCES AND OPPORTUNITIES

Current Situation

The funding of RDN provided recreation services in District 69 is relies heavily on an annual tax requisition to support both programming and facility operations. Current RDN operated recreation facilities in District 69 have limited sponsorship and corporate branding associated with major components and amenities. As increased demand for new recreation amenities and facilities arises, it will be incumbent upon the RDN and its partner organizations to explore all revenue sources.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Fifty-three percent (53%) of respondent households would support an annual increase in taxation in order to provide new or improved services
- Cost recovery for the Ravensong Aquatic Centre and Oceanside Pace is less than 30% when factoring out the current tax subsidy.
- Affordability of access to recreation programs and spaces are barriers for some residents in District 69.

RECOMMENDATION #32

RDN Recreation Services should develop a sponsorship and naming policy and strategy. This planning and policy development exercise should:

- Outline a clear philosophic approach to sponsorship and naming (e.g. what types of facilities and amenities are appropriate/suitable for naming and which are not).
- Inventory all existing sponsorship assets and assign an estimated value.
- Inventory all future/planned potential sponsorship assets and assign an estimated value
- Outline clear roles and responsibilities for sponsorship recruitment and retention.
- Identify incremental resources that may be required to maximize sponsorship potential.

Reasoning and Benefits

- Identifies opportunities to maximize revenues and thus make the best use of available public funds.
- Provides information on potential future revenue sources that can inform future facility planning and initiatives.

Suggested Implementation Tactics and Strategies

- Allocate adequate staff and financial resources to the development of the sponsorship and naming strategy.

TOPIC: FACILITY NEED IDENTIFICATION AND PLANNING UPDATES

Current Situation

The RDN currently refreshes its Recreation Services Master Plan for District 69 approximately every ten years. RDN Recreation Services also conducts project specific planning, utilization analysis studies and other strategies as required and as resources warrant.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The Ravensong Aquatic Centre expansion study was originally updated in 2009/10 and updated in 2013 and 2016.
- Similar survey methodology used for the 2006 and 2017 Recreation Services Master Plan resident surveys has allowed for some local trending or participation patterns and facility priorities.

RECOMMENDATION #33

It is recommended that RDN Recreation Services conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation.

The intent of this recommendation is not to replace or require a significant overhaul the standing Master Plan, but rather ensure that the Master Plan remains current and useful for RDN staff, elected officials, and community partners and stakeholders. The research and engagement methodology used to develop the “State of Recreation in District 69 Research Report” (developed for this 2017 Recreation Services Master Plan) could be efficiently replicated and used to update key areas of the Master Plan.

Reasoning and Benefits

- Maximizes the lifespan and relevancy of the Recreation Services Master Plan.
- Provides updated data that can inform project and facility specific planning.
- May result in future cost savings by creating a structure that allows for the internal updating of some strategic planning documents.
- Provides data that can further enhance the ability to analyze local trends.

Suggested Implementation Tactics and Strategies

- Plan to conduct a Recreation Facility Needs Assessment in 2022.
- Replicate the survey methodology and format of the State of Recreation in District 69 Research Report to allow for local trending and the ability to efficiently update the Master Plan using similar research and engagement inputs.

TOPIC: FACILITY PLANNING PROCESS AND DECISION MAKING

Current Situation

Ultimate decision making related to capital investment in recreation infrastructure involves the RDN Board of Directors, District 69 Recreation Commission and may be subject to a referendum process for major capital projects. These decisions are most often informed by project specific studies and overarching strategic planning, including the Recreation Services Master Plan.

In the future, finite resources will require the RDN to make difficult decisions and prioritize a number of worthwhile projects and initiatives.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Over half of residents in District 69 (51%) would like to see the development of new or enhanced facilities.
- Trends and leading practices reinforce the importance of partnerships and collaborations in the provision of recreation opportunities (including infrastructure).

RECOMMENDATION #34

RDN Recreation Services should develop and implement a **Facility Project Development Framework** to outline a transparent and standardized process for evaluating major facility projects and initiatives.

Potential projects that be explored using aspects of this Framework include:

- Pickleball facility needs;
- Future needs for sport courts and multi-purpose sport surfaces;
- Major enhancement/renovation projects for existing facilities; and
- Other projects and initiatives brought forth by community organizations.

It is also suggested that the RDN utilize the Framework when undertaking further analysis of the capital projects identified in the aforementioned Infrastructure recommendations.

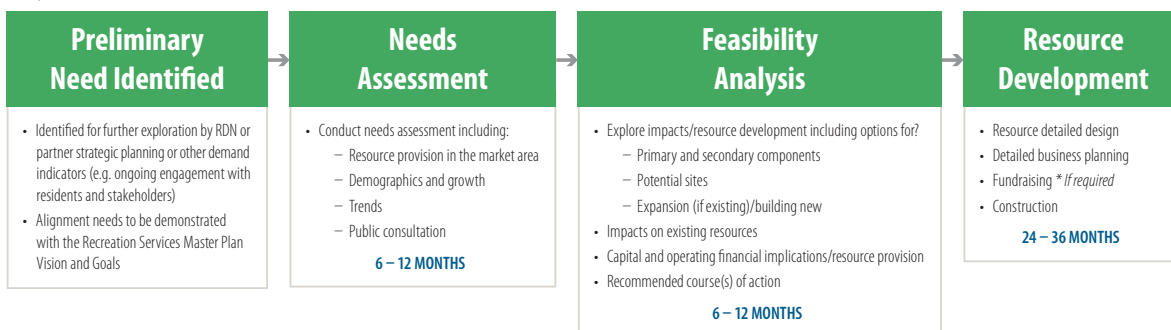
** See Implementation Tactics and Strategies below for an example of a potential Framework process*

Reasoning and Benefits

- Outlines a standardized planning process to follow when evaluating potential major investment in recreation infrastructure.
- Increases transparency and clarifies the pre-requisites that are required before decision making can occur.
- Identifies the inputs needed to inform each stage of facility planning.

Suggested Implementation Tactics and Strategies

Example Facility Project Development Framework





SIX

MASTER PLAN IMPLEMENTATION

INCLUDED IN THIS SECTION:

- Recommendations timing and resourcing.
- Example Infrastructure Prioritization Framework.

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

CHART TERMS AND REFERENCES

Recommended Timeframe

- **Immediate:** 1 – 2 years.
- **Short Term:** 2 – 5 years.
- **Medium to Long Term:** 5 – 10 years.
- **Undetermined:** Not defined due to unknowns or the expectation that project/initiative is likely to occur beyond the timeframe of 10 years.
- **Ongoing:** No defined term.

Financial Requirements

- **Operating:** Incremental (beyond existing) funds required to implement the project/initiative
- **Project Based:** One time funds required to implement the project/initiative
- **Staff:** Will require use of RDN staff time.

Funding Sources

- Potential sources of funding for the recommendation.

Parties Involved

- Identification of the internal (RDN) and external parties required to implement the recommendation.

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing	Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
		Operating (Annual)	Project Based (Estimated "One-Time" \$)	Staffing Resources		
Undertake a governance review for recreation service provision in District 69. (Recommendation #1)	Short Term (2 – 5 Years)		\$10,000	Y (existing staff levels)	May require external expertise to facilitate discussions and undertake research (benchmarking, trends, etc.).	RDN RDN Board Required RDN committees and advisory groups RDN staff
Sustain the current organizational model and delivery model for recreation services in District 69. (Recommendation #2)	Ongoing	As per the 5 Year Financial Plan		Y (existing staff levels)		RDN RDN Staff District 69 Recreation Commission RDN Board
Continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods (and use the recommended Recreation Program Rationale Checklist). (Recommendation #3)	Ongoing	Varies depending on service function as per 5 Year Financial Plan		Y (existing staff levels)	Staff time required to assess potential programs using the Program Rationale Checklist.	RDN Other grant opportunities as available RDN staff
Continue to place a priority on developing cross-sectoral collaborations and partnerships with a focus on the public health, social service and education sectors. (Recommendation #4)	Ongoing	\$70,000	\$70,000	Y (existing staff levels, may require increase on a project specific basis)	Staff time required to foster relationships (e.g. host meetings, attend inter-agency discussions, etc.). May require annual funds for promotion of initiatives, conference attendance, etc.	RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners
Allocate additional resources to the implementation and promotion of cross-sectoral partnerships and collaborations undertaken by the RDN in District 69. (Recommendation #5)	Immediate Term (1 – 2 Years)	\$10,000	\$25,000	Y (increase staff levels)	Annual funds for the promotion of cross-sectoral partnerships (e.g. ads, materials, attendance at conferences/ events hosted by cross-sectoral partnerships).	RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners
It is recommended that RDN Recreation Services work with local municipalities and School District 69 to further clarify roles and responsibilities relating to future recreation planning and capital development. (Recommendation #6)	Immediate Term (1 – 2 Years)		\$5,000	Y (existing staff levels)	Incremental staff time likely required. \$10,000 allocated for external expertise (e.g. facilitator, leading practices/ benchmarking research support).	RDN Grants from senior levels of government School District 69 RDN staff Community partners Local government School District 69

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing	Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved	
		Operating (Annual)	Project Based (Estimated "One-Time" \$)	Staffing Resources			Assumption
The RDN should allocate additional resources to community group capacity building. (Recommendation #7)	Immediate Term (1 – 2 Years) Short Term (2– 5 Years)	\$10,000 (immediate term) \$75,000 (short term)		Y (existing staff levels in immediate term, incremental in short term)	Immediate term: additional funds (\$10,000) to host group training and success sharing sessions (room rentals, guest speakers, materials, etc.). Short term: \$75,000 for new internal staff position or alternative approach based on best available option at the time of implementation (i.e. contracted position, funding to community partner organization to deliver initiative, etc.).	RDN Grants from senior levels of government Other grant opportunities as available	RDN staff Community organizations
It is recommended that RDN Recreation Services develop and implement a more specific engagement framework. (Recommendation #8)	Immediate Term (1 – 2 Years)		\$15,000	Y (existing staff levels)	Staff time required to developed and implement the framework. One-time project based funds may be required for external expertise (e.g. engagement expert to review framework), hosting of staff training, etc.	RDN Other grant opportunities as available	RDN staff RDN Board of Directors (approval) District 69 Recreation Commission
RDN Recreation Services should continue to strategically utilize project/initiative focused groups such as steering committees and "task forces" on an ad-hoc basis. (Recommendation #9)	Ongoing			Y (existing staff levels)	Staff time required to support these groups.	RDN	RDN staff RDN Board of Directors District 69 Recreation Commission
RDN Recreation Services should continue to prioritize diversity and balance in its program offerings. (Recommendation #10)	Ongoing	Varies depending on service function as per 5 year Financial Plan		Y (existing staff levels)		RDN	RDN staff Community partners District 69 Recreation Commission

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing	Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved	
		Operating (Annual)	Project Based (Estimated "One-Time" \$)	Staffing Resources			Assumption
<p>Recommendation identifies programming focus areas (Nature interaction and outdoor skill development for children, youth and teens; Activity camps for children, youth and teens; and Fitness and wellness programming for adults and seniors).</p> <p>(Recommendation #11)</p>	Ongoing	TBD as per fees and charges bylaw		Y (existing staff levels)	Staff time required to monitor trends, data and use decision making tools (Program Rationale Checklist).	RDN Other grant opportunities as available	RDN staff Community partners
<p>RDN Recreation Services should continue to offer arts and cultural opportunities as part of its programming mix. Arts and cultural programming offered by the RDN should be primarily introductory level and focused on skill development and building arts and cultural capacity in Oceanside.</p> <p>(Recommendation #12)</p>	Ongoing	TBD as per fees and charges bylaw		Y (existing staff levels)	Staff time required to monitor trends, data and use decision making tools (Program Rationale Checklist).	RDN Other grant opportunities as available	RDN staff Community partners
<p>Leverage the expertise of existing arts and cultural resources in the community and create alignment between RDN programming and community organization programming.</p> <p>Engage with the Town of Qualicum Beach and City of Parksville to gain a further understanding of the previous planning that both municipalities have undertaken related to arts and culture.</p> <p>(Recommendation #13)</p>	Immediate Term (1 – 2 Years)/ Ongoing		\$15,000	Y (existing staff levels depending on prioritization)	Staff time to increase collaborations and monitor program trends, needs and successes.	RDN Local governments Grants	RDN staff Local governments
<p>Sustain the Financial Assistance Program and Inclusion Support Program and engage with community partners and other organizations to increase the awareness of these support programs.</p> <p>(Recommendation #14)</p>	Immediate Term (1 – 2 Years)	\$23,000		Y (existing staff levels)		RDN Grants from senior levels of government Other grant opportunities as available	RDN Staff District 69 Recreation Commission RDN Board Local Community Organizations and Partners

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing	Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
		Operating (Annual)	Project Based (Estimated "One-Time" \$)	Staffing Resources		
Consider supporting the start-up of a local KidSport chapter. (Recommendation #15)	Short Term (2 – 5 Years)	TBD	\$10,000	Y (existing staff levels depending on prioritization)	Seed funding will likely be required from the RDN. The RDN's ongoing contribution could be support staff to assist with processing applications, organizing meetings, events support.	RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners Sport organizations
Continue to place a priority on the marketing of recreation programs and opportunities in District 69. (Recommendation #16)	Ongoing	\$93,000		Y (existing staff levels)	Assumes current p/t staff position sustained.	RDN RDN staff
Undertake the following strategic planning initiatives in the next three to five years: Community Events Support Strategy, Older Adults/ Age Friendly Strategy, update of the Youth Recreation Strategic Plan, and continued regular fees and charges review. (Recommendation #17)	Immediate Term (1 – 2 Years)/ Short Term (2– 5 Years)		\$100,000	Y (existing staff levels depending on prioritization)	Assumes \$25,000 required per study for external expertise. *Could be less if some or all aspects of these projects are completed internally. Staff resources required to support these planning initiatives.	RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners Stakeholders in each study area District 69 Recreation Commission RDB Board of Directors (approval)

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS

While demand exists for a number of capital projects, financial resource limitations will require priorities to be set. The RDN and its partner organizations will also need to further explore funding mechanisms, responsibilities and undertake additional planning steps before new capital development occurs. Capital cost escalation is anticipated to range between 8-10% annually and will require updating of these costs on an ongoing basis.

Presented in the following chart is additional detail and implementation requirements pertaining to each potential capital project. A prioritization level has also been identified, however it is important to note that this level of prioritization may not be aligned with development timing due to other factors and requirements (e.g. need to undertake partner/stakeholder discussions, land considerations, project resourcing).

Project	Priority	Required Next Steps and Timing	Estimated Capital Cost (2018, \$M)	Potential Annual Operating Impact (Incremental to Current)	Additional Considerations and Potential Funding Sources
Future curling facility options. (Recommendations #20, 21)	1	<ol style="list-style-type: none"> 1. Clarify lifespan/availability of the District 69 Arena. (Immediate) 2. Initiate discussions with the City, Town and curling stakeholders to clarify long-term curling needs. (Immediate) 3. Conduct feasibility analysis to determine the scale of facility that is required. (Short Term) 4. Develop a business case to determine an operational and capital funding model. (Short Term) 5. Detailed design (Undetermined) 6. Development (Undetermined) 	\$4M – \$9M	TBD	<ul style="list-style-type: none"> • Demolition costs for the District 69 Arena are estimated at \$1M (likely to be required in the Short Term). • Funding sources to be determined through feasibility analysis and a business case. • Operational impact will be dependent upon the model and scale (size of facility).
Upgrades to the track at Ballenas Secondary School. (Recommendation #24)	2	<ol style="list-style-type: none"> 1. Confirm project scope and approvals with School District 69 (Immediate) 2. Initiate discussions with stakeholders to determine ability to pay and confirm levels of use. Develop a business plan if needed (Immediate) 3. Determine operational and capital funding model (Immediate) 4. Further refine costs and select a supplier/installer (Short Term) 5. Development (Short Term) 	\$0.5M – \$1M	TBD	<ul style="list-style-type: none"> • Operational budget should include a capital reserve for future track replacement. • Grants. • Operational impact will be dependent upon the ability of users to pay for track time.

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS (CONTINUED)

Project	Priority	Required Next Steps and Timing	Estimated Capital Cost (2018, \$M)	Potential Annual Operating Impact (Incremental to Current)	Additional Considerations and Potential Funding Sources
Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1)	T3	1. Confirm preferred option (Immediate)	\$8.6M	Similar to current or moderate increase in net expenditures	<ul style="list-style-type: none"> Capital funding may require additional taxpayer support as validated through a referendum process. Grants from all levels of government. Consider Amenity Contributions. It is suggested that the RDN develop a sponsorship and naming policy to further clarify opportunities (see Recommendation #32). It is assumed that the inclusion of a wellness centre will offset some incremental aquatics operational costs that will be accrued due to expansion.
Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18—Option 2)		2. Determine a funding model and procure capital funds accordingly (Immediate – Short Term) 3. Develop a business case to further clarify operational impacts and determine the best model for the potential wellness centre (Short Term) 4. Detailed design (Short Term) 5. Development (Short Term to Medium/Long Term)	\$10.9M		
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3	1. Optimize use of existing field to further clarify need as per Recommendation #24 (Immediate) 2. Conduct feasibility analysis to determine the operational viability, capital costs, stakeholder support, potential funding model and location for a retrofit project (Short Term) 3. Proceed with vendor selection and development if warranted (Short Term)	\$1.5M – \$3M	\$0.075M – \$0.200M	<ul style="list-style-type: none"> Operational impact will be dependent upon the ability of users to pay for field time and location factors (e.g. economies of scale with other adjacent facilities). Capital funding sources to be determined.

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS (CONTINUED)

Project	Priority	Required Next Steps and Timing	Estimated Capital Cost (2018, \$M)	Potential Annual Operating Impact (Incremental to Current)	Additional Considerations and Potential Funding Sources
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30)	T3	<ol style="list-style-type: none"> Analyze efforts to increase utilization within its current use (Immediate) If repurposing if necessary, determine best future use (Short Term) Conduct cost and operational analysis of potential new uses (Short Term) Detailed design (Undetermined) Development (Undetermined) 	\$0.100M – \$1M	TBD	<ul style="list-style-type: none"> Capital and operating costs will be dependent on the targeted use of the space.
New indoor recreation and fitness space. (Recommendations #26, 29)	T4	<ol style="list-style-type: none"> Identify opportunities to acquire land (Immediate – Short Term) Revisit need, feasibility, potential scale and financial impacts in 5+ years (Medium/Long Term) Detailed design (Undetermined) Potential development (Undetermined) 	\$10M – \$20M	\$0.500M – \$1M	<ul style="list-style-type: none"> Capital and operational funding models will require further exploration through feasibility analysis. The need for, and viability of, this project will be impacted by other projects (i.e. inclusion of a wellness facility in the Ravensong Aquatic Centre, availability of decommissioned schools, trends, etc.)
Outdoor multi-use sport complex. (Recommendation #23)	T4	<ol style="list-style-type: none"> Identify opportunities to acquire land (Immediate – Short Term) Revisit need, feasibility, potential scale and financial impacts in 5+ years (Medium/Long Term) Detailed design (Undetermined) Potential development (Undetermined) 	\$5M – \$10M	\$0.200M – \$0.400M	<ul style="list-style-type: none"> Capital and operational funding models will require further exploration through feasibility analysis. The need for, and viability of, this project will be impacted by other projects (i.e. optimization of existing fields, potential artificial turf retrofit of an existing field). Development Cost Charges/ Amenity Contributions may be potential funding sources depending on facilities and amenities.

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

SUMMARY OF CAPITAL PROJECTS

The following chart provides a further summary of the steps and impacts identified in the previous chart.

Project	Priority	Planning Pre-Requisites					Capital Costs and Timing				Estimated Operating Impact (Incremental to Current)
		Partner/Stakeholder Discussions	Land Acquisition	Additional Planning (Feasibility Analysis and/or Business Case)	Resourcing (Funding Model)	Detailed Design/ Vendor Procurement	Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Years)	Undetermined	TBD
Future curling facility options. (Recommendations #20, 21)	1	Immediate	TBD	Short Term	Short Term	Undetermined		\$1M ^A		\$4M – \$9M	TBD
Upgrades to the track at Ballenas Secondary School. (Recommendation #24)	2	Immediate	N/A	Immediate	Immediate	Immediate Term	\$0.5M – \$1M				Similar to current or moderate increase in net expenditures
Ravensong Aquatic Centre expansion. (Recommendation #18— Option 1) Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18— Option 2)	T3 ^B	Ongoing	N/A	Short Term	Immediate	Short Term – Medium/ Long Term		\$8.6M ^C \$10.9M ^C			\$0.075M – \$0.200M
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3 ^B	Short Term	N/A	Short Term	Short Term	Short Term – Medium/ Long Term		\$1.5M – \$3M			TBD
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) ^D	T3 ^B	TBD	N/A	TBD	TBD	TBD				\$0.100M – \$1M	\$0.500M – \$1M
New indoor recreation and fitness space. (Recommendations #26, 29)	T4 ^B	TBD	TBD	Medium/ Long Term	TBD	TBD				\$10M – \$20M	\$0.200M – \$0.400M
Outdoor multi-use sport complex. (Recommendation #23)	T4 ^B	TBD	TBD	Medium/ Long Term	TBD	TBD				\$5M – \$10M	

- A Estimated cost to demolish the existing facility if required.
- B The letter “T” in the priority column indicates a tied priority.
- C Timing to be clarified through further planning and resourcing discussions.
- D Only required if utilization can’t be increased in the existing configuration/use.

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES

Outlined as follows are required implementation actions and resources for the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing		Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
	Recommended Timeframe	Timeframe Rationale	Project Based (Estimated "One-Time" \$)	Staffing Resources	Assumption		
<p>Work collaboratively with the City of Parkville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69.</p> <p>(Recommendation #21)</p>	Immediate Term (1 – 2 Years)	The lease for the land between the RDN and City ends in March, 2023.		Y	Will require some RDN staff time to participate in and/or facilitate these discussions.	Grants from senior levels of government (continue to work with stakeholders to identify opportunities to leverage capital grants) Capital sponsorships User group fundraising/contributions	Parkville Curling Club City of Parkville Town of Qualicum Beach Qualicum Beach Curling Club RDN Board, staff and District 69 Recreation Commission Other regional curling stakeholders
	Short Term (2 – 5 Years)	All involved groups and stakeholders will need to work together to determine the best course of action for curling infrastructure in District 69.	\$20,000		Retain external professionals for review.		
	Medium/Long Term (5 – 10 Years)	Depending on the outcome of discussions, the RDN should then allocate resources for their level of participation.	TBD				
<p>Work with partners in District 69 (City of Parkville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces.</p> <p>(Recommendation #22)</p>	Immediate (1 – 2 Years)	To occur on an ongoing basis.	\$30,000	Y	Will require some RDN staff time to identify opportunities and work with partners. May require external expertise to assist with assessment and identification of enhancement opportunities.	RDN User groups and stakeholders	RDN staff Town of Qualicum Beach City of Parkville School District 69 Sport field user groups

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing		Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
	Recommended Timeframe	Timeframe Rationale	Project Based (Estimated "One-Time" \$)	Staffing Resources	Assumption		
Identify opportunities to retrofit or upgrade existing outdoor facilities (i.e. Track at Ballenas Secondary School and retrofit of a natural surface field to artificial turf. (Recommendation #24)	Short Term (2 – 5 Years)	Required to explore needs and viability.	\$25,000	Y (TBD)	Estimated capital cost range (in 2017 dollars). \$25,000 allocated for future feasibility analysis.	RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships User group fundraising/ contributions/fees	RDN Board of Directors District 69 Recreation Commission Local government Sport field stakeholder groups
Identify opportunities to integrate a dedicated medium scale (3,000 ft2 to 5,000 ft2) fitness and wellness space into an existing facility. (Recommendation #25)	Short Term (2 – 5 Years)	Timing dependent on other potential projects and initiatives (e.g. Ravensong Aquatic Centre expansion)	\$20,000	Y (TBD)	Included in the estimated cost for the Ravensong Aquatic Centre expansion. Other opportunities that require further exploration are the retrofit of the leisure ice area at Oceanside Place and future new facility development.	RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships	RDN Board of Directors District 69 Recreation Commission RDN staff Stakeholders
Continue to place a priority on maximizing the use of current facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27)	Ongoing	To occur on an ongoing basis.		Y (existing staff levels)	RDN staff time required to assess current state and identify opportunities on a regular basis.	RDN	RDN staff
Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28)	Ongoing	As required based on projects that occur.	\$25,000	Y (existing staff levels depending on prioritization)	RDN staff time to assess current state and identify opportunities on an ongoing basis.	RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships User group fundraising/ contributions/fees	RDN staff Community partners User groups and stakeholders

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing		Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
	Recommended Timeframe	Timeframe Rationale	Project Based (Estimated "One-Time" \$)	Staffing Resources	Assumption		
Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30)	Immediate Term (1 – 2 Years) for maximizing the space in current use. Short Term (2 – 5 Years) to determine if retrofit is needed.	Immediate term focus on increasing use as a leisure ice space. Consider retrofit if utilization cannot be increased.		Y (existing staff levels)	Capital cost identifies range of potential retrofit cost. Net operations assumed to be the same or better for all potential options (use as leisure ice or retrofit).	RDN Potential user groups (depending on type of retrofit if pursued)	RDN staff RDN Board of Directors District 69 Recreation Commission Oceanside Place facility users
RDN Recreation Services should be involved as a key stakeholder in future parks, trails and open space planning. (Recommendation #31)	Ongoing	To occur on an ongoing basis.		Y (existing staff levels)		N/A	
Develop a sponsorship and naming policy and strategy. (Recommendation #32)	Immediate Term (1 – 2 Years)	Conducting this project in the immediate term can help clarify potential revenue sources for future capital projects.	\$25,000	Y (existing staff levels)	\$25,000 allocated for external review.	RDN	RDN staff District 69 Recreation Commission Stakeholders
Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)	Medium to Long Term (5 – 10 Years)	Assumed to occur at the mid point between Master Plans (in five years from completion of the 2017 Recreation Services Master Plan).	\$25,000	Y (existing staff levels)	\$25,000 allocated to complete the Needs Assessment and Master Plan update.	RDN Local partners Other grant opportunities as available	RDN staff RDN Board of Directors District 69 Recreation Commission Stakeholders
Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34)	Ongoing	Process to be used on an ongoing basis to inform decision making and next steps.	\$10,000	Y	Staff time required to communicate process requirements internal and externally and to assist with required research and analysis.	N/A	RDN staff RDN Board of Directors District 69 Recreation Commission Stakeholders

INFRASTRUCTURE PRIORITIZATION FRAMEWORK

The following Infrastructure Prioritization Framework has been developed to provide an example and potential tool that could be used to score and rank potential projects and initiatives. As outlined in the following chart, the Framework provides a scoring metric that takes into account a number of factors, considerations and realities that will need to be measured when determining priorities.

Criteria	3 Points	2 Points	1 Point	0 Points	Weighting
Resident Demand^E	The type of facility/amenity was a top 2 priority as identified in the resident survey.	The type of facility/amenity was a 3 – 4 priority as identified in the resident survey.	The type of facility/amenity was a 5 – 7 priority as identified in the resident survey.	N/A	1
Group and Stakeholder Demand^F	The type of facility/amenity was identified as a high priority during the stakeholder consultation.	The type of facility/amenity was identified as a moderate priority during the stakeholder consultation.	The type of facility/amenity was identified as a low priority during the stakeholder consultation.	N/A	1
Current Provision	The facility/amenity project would add a completely new recreation opportunity in District 69.	The facility/amenity project would significantly improve existing provision.	N/A	The facility/amenity is already adequately provided (the project would not improve existing provision).	1
Capital Cost Impacts^G	The facility/amenity project has an estimated capital cost of <\$1M.	The facility/amenity project has an estimated capital cost of \$1M – \$2M	The facility/amenity project has an estimated capital cost of \$3M – \$5M	The facility/amenity project has an estimated capital cost of >\$5M.	1
Operating Cost Impacts	The facility/amenity project is not projected to require an incremental operating subsidy (above current)	The facility/amenity project is projected to require a small incremental subsidy (<\$100,000) (above current).	The facility/amenity project is projected to require a moderate incremental subsidy (\$100,000 – \$200,000) (above current).	The facility/amenity project is projected to require a incremental subsidy (>\$200,000) (above current).	1
Economic Impact	The facility/amenity will draw significant non-local spending to District 69 (e.g. event and competition hosting, regional attraction).	The facility/amenity will draw moderate non-local spending to District 69 (e.g. event and competition hosting, regional attraction).	N/A	The facility/amenity has no or limited potential to draw non-local spending to District (primarily a localized facility/amenity).	1
Cost Savings Through Partnerships or Grants	Partnership and/or grant opportunities exist in development and/or operating that equate to 50% or more of the overall facility cost.	Partnership and/or grant opportunities exist in development and/or operating that equate to 25% – 49% or more of the overall facility cost.	Partnership and/or grant opportunities exist in development and/or operating that equate to 10% – 24% or more of the overall facility cost.	No potential partnership or grant opportunities exist at this point in time.	1
Age and Ability Level	The facility/amenity project would provide opportunities for all ages and ability levels.	N/A	The facility/amenity may be somewhat accessible to all ages and abilities but is primarily focused on a specific age group or level of competition.	The facility/amenity would not provide opportunities for all ages and abilities.	1

E See ranking on page 34 of the MP (also in the Executive Summary of the State of Recreation in District 69 Research Report).

F **High Priority:** Identified as a priority for new development or enhancement by over 40% of Community Group Questionnaire respondents and/or a prevalent need identified during the stakeholder interviews.

Moderate Priority: Identified as a priority for new development or enhancement by 20 - 39% of Community Group Questionnaire respondents and/or a moderate need identified during the stakeholder interviews.

Low Priority: Identified as a priority for new development or enhancement by <20% of group survey respondents and/or identified as a low need during the stakeholder interviews.

G See the appendices for estimated capital costs for each potential project.

FACILITY PROJECTS SCORING

Based on the scoring metrics outlined in the Infrastructure Prioritization Framework presented on the previous page, the potential facility/amenity projects have been scored and ranked, to demonstrate how the Framework works and could be used in the future. However it is important to reiterate that this ranking is for example purposes only and may require further refinement (e.g. weighting of the scoring metrics). Decision making related to any of these potential facility/amenity projects is the responsibility of the RDN Board of Directors.

Note: The projects ranked in this Framework are based on the list of facility/amenity types identified in the Resident Survey and Community Group Questionnaire. The scoring charts and estimated capital costs associated with each facility/amenity type are provided in the appendices.

INDOOR Facility/Amenity Project	Rank
Ravensong Aquatic Centre Expansion ^H	1
Health/Wellness Centre (e.g. addition to existing facility or new facility)	2
Performing Arts Centre	3
Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility)	3
Teen/Youth Centre	4
Seniors Centre	4
Ice Arena (development of new ice sheets)	4

H As defined in Recommendation #18.

OUTDOOR Facility/Amenity Project	Rank
Walking/Hiking Trails	1
Natural Parks and Protected Areas	2
Picnic Areas and Passive Parks	2
Bicycle/Roller Blade Paths	3
Playgrounds	4
Synthetic Turf Field (retrofit of natural surface field to synthetic turf)	4
Multi-sport Complex (including synthetic turf, track and field, field house building) ^I	5

I As defined in Recommendation #23.





APPENDICES

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A

BENEFITS HUB RESEARCH SOURCES

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B

RAVENSONG AQUATICS CENTRE FEASIBILITY STUDY (2009)—TEST FACILITY PLANS

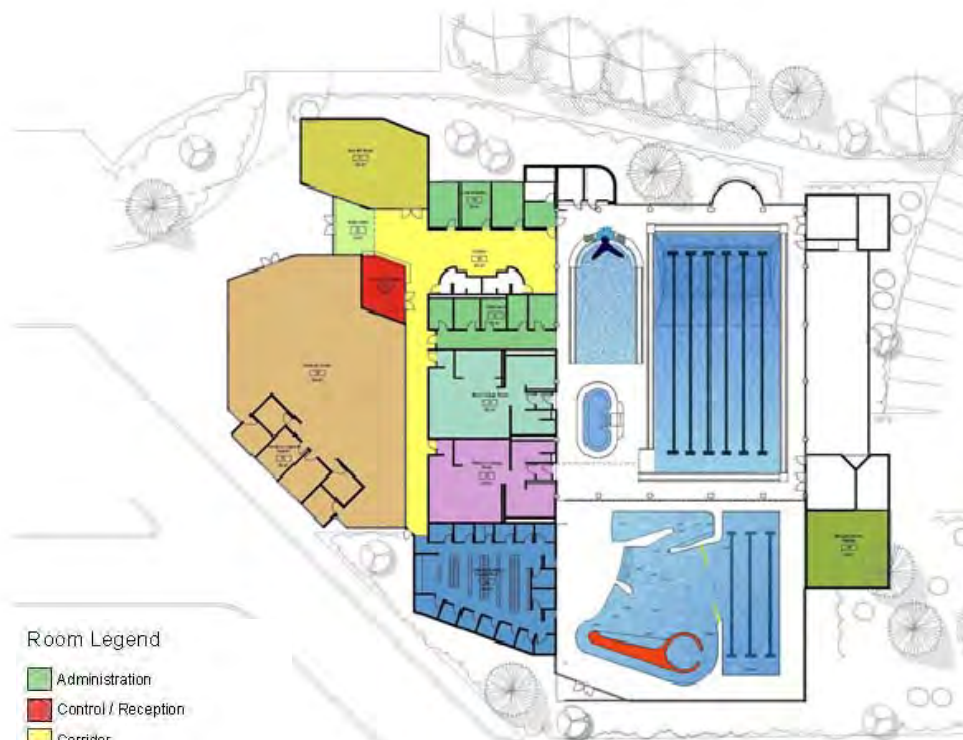
0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT 2013 COST UPDATE
November 14, 2013

VI TEST FACILITY PLANS

The following pages describe 2 possible options that can be derived from above components. These plans are illustrative in nature, intended to show two of the possible many configurations of above component options. The 2 distinct plans highlight the 2 site planning approaches; we have kept the actual facility comparable in size and choice of wellness area and pool layout. Both approaches respect existing site constraints, including the current property boundaries defined by lease agreement with the Township of Qualicum.

VI.a Approach #1 – retention of existing entry point, single level facility with leisure pool expansion

This option is comparable to the previous 2006 feasibility study in the location and size of Wellness Centre, Multi-Purpose Room, Entry and Universal Change Room.



Room Legend

- Administration
- Control / Reception
- Corridor
- Entry Lobby

- Mechanical and Storage
- Men's Change Room

- New MP Room
- Staff Area
- Universal (Family) Change Room
- Wellness Centre
- Wellness Support Spaces
- Women's Change Room

SKETCH PLAN OF OVERALL FACILITY APPROACH #1 – NOT TO SCALE

EXISTING FACILITY AREA:	1605M2 / 17270SF
NEW ADDITIONAL AREA:	1285M2 / 13830SF
NEW TOTAL FACILITY AREA:	2890M2 / 31100SF

0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT 2013 COST UPDATE
November 14, 2013

VI.b Approach #2 – reversal of the entry location

The main difference between this test plan and the previous plan is the reversal of the entry location. The result is an improved overall organization of the facilities relationship between the entry, the pool hall and the MP room. The illustrative perspective sketch below indicates this new entry situation with views to the expanded pool.



SKETCH PLAN OF OVERALL FACILITY APPROACH #2 – NOT TO SCALE



SKETCH PERSPECTIVE OF POSSIBLE EXPANSION

- Room Legend**
- Administration
 - Control / Reception
 - Corridor
 - Entry Lobby
 - Mechanical and Storage
 - Men's Change Room
 - New MP Room
 - Staff Area
 - Universal (Family) Change Room
 - Wellness Centre
 - Wellness Support Spaces
 - Women's Change Room



AQUATICS OPTIONS—CAPITAL COST CHARTS (ESTIMATES PROJECT 2018 DOLLARS)

OPTION 1

Component		Area (m ²)	Area (f ²)	Cost (per m ²)	Cost (per f ²)	Cost
Hard Constructions Cost						
Pool including Pool Mechanical	New	600	6,458	\$6,056.36	\$562.60	\$3,633,816
Universal Change Rooms	New	160	1,722	\$5,619.04	\$522.00	\$899,046
Control Area	Renovation	26	280	\$1,624.00	\$150.80	\$42,224
Entry Lobby	New	22	237	\$2,560.12	\$237.80	\$56,323
Staff Area	Renovation	40	431	\$2,809.52	\$261.00	\$112,381
Wellness Centre	New	420	4,521	\$2,934.80	\$272.60	\$1,232,616
Multi Purpose Room	New	105	1,130	\$3,558.88	\$330.60	\$373,682
Sprinkler Upgrade						\$232,000
Site Development						\$250,000
Total Hard Construction Cost						\$6,832,088
Soft Costs						
Design and Management Fees						
Loose Furnishings and Equipemt						
Construction Contingency						
Development Cost Charges						
Owner Administration Costs						
Owner Legal Costs				27%		\$1,844,664
Total Soft Costs						\$1,844,664
Total Project Cost (2018, \$)						\$8,676,752

Note: All construction costs include 7% PST.

OPTION 2

Component		Area (m ²)	Area (f ²)	Cost (per m ²)	Cost (per f ²)	Cost
Hard Constructions Cost						
Pool including Pool Mechanical	New	600	6,458	\$6,056.36	\$562.60	\$3,633,816
2 Lane Pool Expansion	Renovation	450	4,844	2,500.00	\$232.26	\$1,125,000
Hot Pool	New	100	1,076	6,500.00	\$603.86	\$650,000
Universal Change Rooms	New	160	1,722	\$5,619.04	\$522.00	\$899,046
Control Area	Renovation	26	280	\$1,624.00	\$150.80	\$42,224
Entry Lobby	New	22	237	\$2,560.12	\$237.80	\$56,323
Staff Area	Renovation	40	431	\$2,809.52	\$261.00	\$112,381
Wellness Centre	New	420	4,521	\$2,934.80	\$272.60	\$1,232,616
Multi Purpose Room	New	105	1,130	\$3,558.88	\$330.60	\$373,682
Sprinkler Upgrade						\$232,000
Site Development						\$250,000
Total Hard Construction Cost						\$8,607,088
Soft Costs						
Design and Management Fees						
Loose Furnishings and Equipemt						
Construction Contingency						
Development Cost Charges						
Owner Administration Costs						
Owner Legal Costs				27%		\$2,323,914
Total Soft Costs						\$2,323,914
Total Project Cost (2018, \$)						\$10,931,002

Note: All construction costs include 7% PST.

OPTION 3

Component	Area (m ²)	Area (f ²)	Cost (per m ²)	Cost (per f ²)	Cost
Hard Constructions Cost					
New Aquatic Facility					
<i>New Facility</i>	2,889	31,100	\$5,200.00	\$483.09	\$15,024,099
<i>Site Development</i>					\$1,000,000
Total Hard Construction Cost					\$16,024,099
Soft Costs					
Design and Management Fees					
Loose Furnishings and Equipemt					
Construction Contingency					
Development Cost Charges					
Owner Administration Costs					
Owner Legal Costs				25%	\$4,006,025
Total Soft Costs					\$4,006,025
Total Project Cost (2018, \$)					\$20,030,124

Note: All construction costs include 7% PST.

D

DETAILED AMENITY SCORING

INDOOR Facility/Amenity Project	Resident Demand	Group and Stakeholder Demand	Current Provision	Capital Cost Impacts	Operating Cost Impacts	Economic Impact	Cost Savings Through Partnerships or Grants	Age and Ability Level	Total Score	Rank
Ravensong Aquatic Centre Expansion ^A	3	3	2	0	3	2	Unknown	3	16	1
Health/Wellness Centre (e.g. addition to existing facility or new facility)	3	3	3	1	2	0	Unknown	3	15	2
Performing Arts Centre	2	2	2	0	0	2	Unknown	3	11	3
Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility)	2	3	2	0	1	0	Unknown	3	11	3
Teen/Youth Centre	1	2	2	2	1	0	Unknown	1	9	4
Seniors Centre	1	3	1	2	1	0	Unknown	1	9	4
Ice Arena (development of new ice sheets)	1	2	1	0	0	2	Unknown	3	9	4

OUTDOOR Facility/Amenity Project	Resident Demand	Group and Stakeholder Demand	Current Provision	Capital Cost Impacts	Operating Cost Impacts	Economic Impact	Cost Savings Through Partnerships or Grants	Age and Ability Level	Total Score	Rank
Walking/Hiking Trails	3	3	2	3	2	0	Unknown	3	16	1
Natural Parks and Protected Areas	3	2	2	3	2	0	Unknown	3	15	2
Picnic Areas and Passive Parks	2	3	2	3	2	0	Unknown	3	15	2
Bicycle/Roller Blade Paths	2	2	2	3	2	0	Unknown	3	14	3
Playgrounds	1	2	2	3	2	0	Unknown	1	11	4
Synthetic Turf Field (retrofit of natural surface field to synthetic turf)	1	2	3	1	1	2	Unknown	1	11	4
Multi-sport Complex (including synthetic turf, track and field, field house building) ^B	1	2	3	0	1	2	Unknown	1	10	5

A As defined in Recommendation #18.

B As defined in Recommendation #23.

E

ESTIMATED CAPITAL COSTS FOR AMENITY SCORING

INDOOR Facility/Amenity Project	Estimated Capital Cost (2017 \$)
Ravensong Aquatic Centre Expansion ^A	\$8M – \$10M
Health/Wellness Centre (e.g. addition to existing facility or new facility)	\$3M – 5M
Performing Arts Centre	\$5M – \$7M
Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility)	\$8M – \$20M
Performing Arts Centre	\$1M – \$2 M
Teen/Youth Centre	\$1M – \$2 M
Seniors Centre	\$10M – \$20M
Ice Arena	\$10M – \$20M

A As defined in Recommendation #18.

OUTDOOR Facility/Amenity Project	Estimated Capital Cost (2017 \$)
Trails (new development of major enhancement)	N/A ^B
Natural Parks and Protected Areas	N/A ^B
Picnic Areas and Passive Parks	N/A ^B
Playgrounds	\$100K – \$200K
Synthetic Turf Field (retrofit of natural surface field to synthetic turf)	\$1.5M – \$3M
Multi-sport complex (including synthetic turf, track and field, field house building) ^C	\$5M – \$10 M

B Project specific; assumed as <\$1M for scoring purposes.

C As defined in Recommendation #23.

F

DISTRICT 69 RECREATION SERVICES— FINANCIAL OVERVIEW

Service Area	Oceanside Place	Ravensong Aquatic Centre	Northern Community Recreation Program Services	Total
Operating Revenues	\$639,079	\$723,972	\$486,957	\$1,850,008
Operating Expenses	\$1,995,488	\$2,629,527	\$1,866,207	\$6,491,222
Cost Recovery	32%	28%	26%	29%
Required Operating Subsidy	\$1,356,409	\$1,905,555	\$1,379,250	\$4,641,214

Oceanside Place	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.)	\$2,572,978	\$2,630,521	\$2,688,371	\$2,747,563	\$2,808,128
Operating Expenditures	\$2,250,986	\$2,302,006	\$2,293,216	\$2,329,993	\$2,368,655
Capital Expenditures	\$119,875	\$109,871	\$346,825	\$142,840	\$145,500
Capital Financing Charges	\$273,052	\$273,052	\$273,052	\$273,052	\$273,052
Net Surplus/(Deficit) for the Year	\$(69,935)	\$(54,408)	\$(22,722)	\$1,678	\$20,921
Surplus Applied to Future Years	\$158,572	\$104,164	\$81,442	\$83,120	\$104,041

Ravensong Aquatic Centre	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.)	\$2,637,699	\$2,676,846	\$2,736,675	\$2,777,600	\$2,819,349
Operating Expenditures	\$2,629,527	\$2,666,231	\$2,703,642	\$2,771,779	\$2,715,124
Capital Expenditures	\$107,050	\$620,235	\$254,325	\$102,040	\$207,500
Capital Financing Charges	\$0	\$0	\$0	\$0	\$0
Net Surplus/(Deficit) for the Year	\$(98,878)	\$(9,620)	\$(21,292)	\$(11,219)	\$(3,275)
Surplus Applied to Future Years	\$137,777	\$128,157	\$106,865	\$95,646	\$92,371

G

PUBLIC DRAFT MASTER PLAN REVIEW “WHAT WE HEARD” REPORT

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE) RECREATION SERVICES MASTER PLAN

PUBLIC DRAFT MASTER PLAN REVIEW “WHAT WE HEARD” REPORT

JANUARY 2018





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OVERVIEW

The Regional District of Nanaimo (RDN) is developing a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years (District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H). The last Recreation Services Master Plan was completed in 2006.

A draft Master Plan was presented to the RDN Board of Directors in October 2017. As the development of the draft Master Plan involved significant engagement throughout early 2017, the project team wanted to ensure that the public and stakeholders were provided with an opportunity to review the draft Master Plan and provide input that will be considered in the refinement and finalization of the Master Plan.

Five public open house events were held in late November 2017:

- Monday, Nov 20, 5:30 – 7:30 pm, Nanoose Place
- Tuesday, Nov 21, 1:00 – 3:00 pm, Qualicum Beach Civic Centre
- Tuesday, Nov 21, 5:30 – 7:30 pm, Arrowsmith Hall
- Wednesday, Nov 22, 5:30 – 7:30 pm, Oceanside Place Arena
- Thursday, Nov 23, 5:30 – 7:30 pm, Lighthouse Community Centre

Panels were provided at each open house event with an overview of the project process, key findings from the engagement and research, and the draft recommendations. A comment form was available for attendees to complete.

A PDF of the open house materials and a web based version of the comment form was also made available through the RDN's website. Residents were additionally able to provide comments in an online forum setting through the Get Involved RDN website.



TWO

KEY THEMES

In total 71 comments forms were completed by attendees at the open house events or online through the RDN website. Summarized below are the key themes from the feedback provided.

Perspectives on the Service Delivery Recommendations

(Question 1 on the comment form)

- 33 comments indicated some level of agreement with the service delivery recommendations.
- 14 comments offered negative viewpoints or disagreement with the service delivery recommendations or suggested that further clarification or refinement is needed. The majority of these comments related to aquatics infrastructure (even though the question was not related to the infrastructure recommendations).
- 5 comments were provided on the need for the RDN to enhance the communication of recreation opportunities (3 of these comments were specific to the RDN website).
- 5 comments suggested that increased pickleball opportunities are needed and were not specifically identified in the service delivery recommendations.
- 3 comments suggested that the RDN should prioritize track and field opportunities (including facilities) more than it currently does.
- 2 comments were provided on the need to ensure adequate opportunities exist for youth.



Perspectives on the Infrastructure Recommendations

- 22 comments indicated some level of agreement with the infrastructure recommendations.
- 13 comments expressed that a new track and field / outdoor multi- sport complex should be a higher priority in the Master Plan.
- Aquatics options:
 - » 12 comments suggested that the aquatics options presented are not sufficient and that a new and larger scale facility is required (e.g. 50 metre pool on a new site).
 - » 8 comments supported Option 2 as presented (expansion of the existing aquatics facility, addition of two lanes to the existing main tank and the addition of a wellness centre).
 - » 6 comments supported Option 1 as presented (expansion of the existing aquatics facility and the addition of a wellness centre).
 - » 6 comments expressed opposition to any aquatics facility expansion.
- 5 comments expressed overall displeasure / dissatisfaction with the infrastructure recommendations (new specific reason(s) provided).
- 4 comments reiterated the importance of sustaining curling in District 69 (through either the existing facilities or a new facility).
- 4 comments expressed the need for a multi-purpose indoor recreation facility.
- 2 comments suggested that more attention needs to be given to the geographic distribution of facilities.
- 2 comments indicated that more attention needs to be given to trails and park spaces in the Master Plan.



Additional/Overall Comments on the Master Plan

- 8 comments reiterated the need for a higher prioritization of track and field in the Master Plan.
- 7 comments reiterated the need for pool upgrades or a new facility.
- 5 comments referred to the growth and need to provide more pickleball spaces or times.
- 5 comments on the important of curling.
- 4 comments identified other infrastructure needs not specifically identified in the Master Plan recommendations (1 comment on racquetball courts, 1 comment on signage, 1 comment on general needs for space, 1 comment on cycling infrastructure).
- 3 comments on the benefits of developing a multi-purpose recreation facility.
- 3 comments on the need to enhance programming opportunities.
- 3 comments expressing general dissatisfaction with the Master Plan.
- 2 comments on the need for focus more on seniors' recreation in the Master Plan.

Location of Residency

Area	#
City of Parksville	20
Town of Qualicum Beach	11
Area E	18
Area F	5
Area G	7
Area H	1
Other	0
Total	62

* 9 respondents did not indicate their location of residency.



A: Open House Comment Form	5
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A

OPEN HOUSE COMMENT FORM

OPEN HOUSE FEEDBACK FORM



Please consider the presentation materials when providing your feedback. Feedback provided from residents and stakeholders will be used to refine and finalize the Master Plan.

1. Do you agree with the **Service Delivery and Programming** Recommendations?

2. Do you agree with the **Infrastructure** Recommendations?



3. Please use the space below to provide any **additional comments.**

4. Where do you live?

- City of Parksville
- Town of Qualicum Beach
- Electoral Area E
- Electoral Area F
- Electoral Area G
- Electoral Area H
- Other (please specify): _____

B

DISPLAY PANELS

DISTRICT 69 (OCEANSIDE)

DRAFT RECREATION SERVICES MASTER PLAN

PROJECT OBJECTIVES

(What is the Master Plan looking to achieve?)

- Determine future roles and responsibilities for the provision of recreation (and related) opportunities in District 69.
- Clarify future roles and responsibilities.
- Identify programming focus areas and tactics for addressing new and emerging trends.
- Identify opportunities to optimize the efficiency, sustainability and utilization of existing facilities.
- Strategies to address key infrastructure issues and questions, including:
 - » Future needs for indoor aquatics (potential Ravensong Aquatic Centre Expansion).
 - » Need and feasibility for an outdoor multi-sport complex.
 - » Future of the District 69 Community Arena (Parkville Curling Club facility).
 - » Community needs for indoor programming and wellness spaces.

* District 69 includes the City of Parkville; Town of Qualicum Beach; and Electoral Areas E, F, G, and H.



PROJECT METHODOLOGY

(How was the draft Master Plan developed?)

Project Process



Public and Stakeholder Engagement

A number of consultation mechanisms were used to gather feedback and perspectives from residents, stakeholders and user groups.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>

SUMMARY OF KEY FINDINGS FROM THE RESIDENT SURVEY

- Overall, satisfaction levels for RDN provided recreation services in District 69 are strong and have improved over the past decade.
 - » 80% of residents expressed satisfaction with the current provision of recreation services; this figure has increased by 13% since 2006.
- Recreation services and opportunities are highly valued by residents.
 - » 97% of residents indicated that recreation is important to their household's quality of life (69% believe that it is "very important").
 - » 99% of residents indicated that recreation is important to the community in which they live (82% believe that it is "very important").
- Among District 69 households, some level of demand exists for new and enhanced facilities.
 - » 51% of households believe that new or enhanced indoor recreation facilities are needed in District 69.
 - » 49% of households believe that there is a need for new or enhanced parks and outdoor recreation spaces.

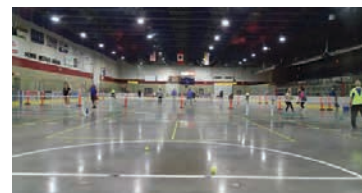


SUMMARY OF KEY FINDINGS FROM THE RESIDENT SURVEY

Resident Survey: Infrastructure Priorities

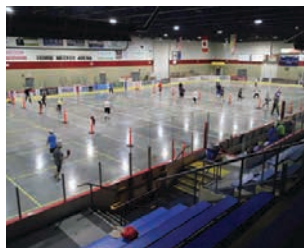
Indoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Indoor Swimming Pool	39%	26%
2	Health and Wellness/Fitness Centre	35%	19%
3	Multi-purpose Recreation Facility	33%	14%
4	Performing Arts Centre	18%	16%
5	Teen/Youth Centre	22%	11%
6	Seniors Centre	14%	18%
7	Ice Arena	2%	17%

Outdoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Walking/Hiking Trails	45%	39%
2	Natural Parks and Protected Areas	36%	32%
3	Picnic Areas and Passive Parks	27%	30%
4	Bicycle/Roller Blade Paths	31%	20%
5	Playgrounds	14%	20%
6	Track and Field Facility	13%	13%
7	Sport Fields	8%	15%



SUMMARY OF KEY FINDINGS FROM THE USER GROUP AND STAKEHOLDER CONSULTATION

- Stakeholder and user groups identified a number of preferences for new and enhanced facilities, often pertaining to their program or activity.
 - » Sport field user groups expressed that more premium quality fields (natural and/or synthetic turf) would help enhance their program and event hosting capabilities.
 - » The benefits of developing a new indoor multi-purpose recreation facility was expressed during a number of the stakeholder and user group discussions.
- Ensuring that recreation programming is geographically distributed throughout District 69 was identified as being important for many groups.
 - » The current use of decommissioned school sites in District 69 for recreation and community programming was identified as having positive local impacts.
 - » Some concerns were expressed over the impact that the development of a new indoor multi-purpose recreation facility could have on smaller facilities and the local availability of programming.
- A lack of a critical mass of youth was commonly identified as impacting programming opportunities for younger residents.
- User groups and stakeholders generally expressed positive sentiments towards RDN recreation staff, but would like to continue to work to improve communications and collaborations.



KEY FINDINGS FROM THE PROJECT RESEARCH

- District 69 has diverse demographics and population characteristics that influence recreational pursuits and interests (i.e. age, income, culture, community type).
- Population growth has been moderate in District 69 over the past decade.
 - » The current population of District 69 is 46,665 residents. Population projections anticipate that the population could range between approximately 51,000 and 57,000 residents within ten years.
- The majority of major RDN operated facilities in District 69 are well utilized and have a strong mix of opportunities.
 - » Available data supports that capacity issues exist at the Ravensong Aquatic Centre during peak times.
- A number of local, regional and provincial trends are impacting recreational preferences and demands, including:
 - » Increasing demands for “unstructured” and “spontaneous” opportunities.
 - » Diversifying activity interests, in some cases impacting traditional activities.
 - » Preference for multi-purpose “hub” facilities with multiple amenities and spaces that can accommodate a wide array of programs.
- While current operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood; less clarity exists pertaining to future responsibilities for planning and capital development.



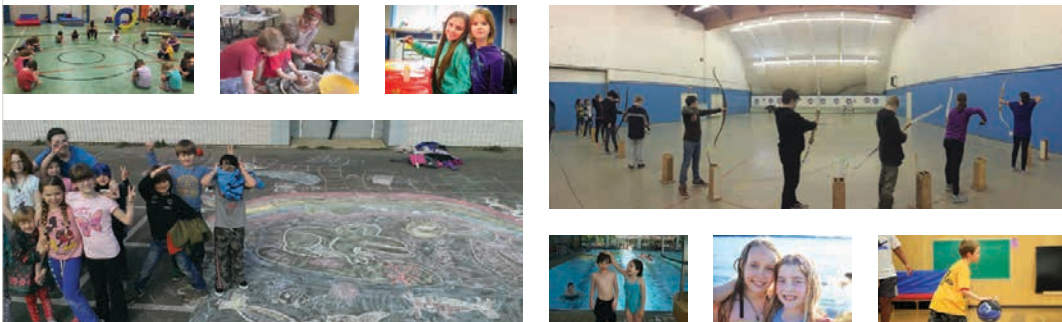
MASTER PLAN RECOMMENDATIONS

The Master Plan contains a total of 34 recommendations that provide future direction over the next ten years across the following areas of recreation services.

- **Service Delivery and Programming:** How will the RDN provide recreation services?
- **Infrastructure:** How will the RDN prioritize future facility investment and maximize the benefits that current facilities provide to residents and user groups?

Provided on the following display panels is an overview of the recommendations.

Feedback provided at the open houses will be used to further refine and finalize the Master Plan.



SUMMARY OF SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

- The RDN should undertake a governance review for recreation service provision in District 69. The review should focus on:
 - » Opportunities to maximize overall efficiency.
 - » Establishing a refreshed mandate for all involved entities (i.e. review terms of references for commission/committees, advisory groups, project working groups, etc.).
 - » Clarifying decision making responsibilities.
- The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
 - » Continue to utilize a combination of direct and indirect delivery methods.
- Continue to place a priority on cross-sectoral collaborations (i.e. with the health care sector, education providers, arts and cultural groups, etc.) and invest additional resources in this area.
- Develop and implement a more specific engagement framework (to help guide future projects and initiatives).
- Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- Allocate additional resources to community group capacity building (e.g. assist groups with volunteer recruitment, skill development, strategic planning, etc.).
- Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.



SUMMARY OF SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

- Program focus areas of the future should include:
 - » Nature interaction and outdoor skill development for children and youth; activity camps for children/youth/teens; and fitness and wellness programming for adults and seniors.
 - » A diversity and balance of opportunities for all ages and ability levels.
 - » Continued offerings of arts and culture programs within the program “mix” of RDN Recreation Services. Where possible opportunities to expand arts and culture programming should be explored.
- Continue to prioritize accessibility and ensure that all residents are able to experience the benefits of recreation.
 - » Sustain the Financial Assistance Program and Inclusion Support Program.
 - » Further engage with community partners and other organizations to increase the awareness of the above programs.
 - » Consider supporting the start-up of a local KidSport chapter in District 69.
- Continue to place a priority on the marketing of recreation programs and opportunities in District 69.
- Recommended strategic initiatives:
 - » Development of a Community Events Support Strategy.
 - » Development of an Older Adults/Age Friendly Strategy.
 - » Update of the Youth Recreation Strategic Plan.



INFRASTRUCTURE RECOMMENDATIONS

Indoor Aquatics Recommendations

- Based on current population size, market demand and programming needs it is deemed that one indoor aquatics facility is sufficient to serve District 69.
- Three potential options were identified to enhance indoor aquatics provision in District 69.
- Each of the options also includes a small scale wellness facility as this type of facility could be efficiently developed within the project scope and help offset operating costs.

** Additional details of the three indoor aquatics options are provided on the next display panels.*



INFRASTRUCTURE RECOMMENDATIONS

Indoor Aquatics Options

Option	Description	Capital Costs
Option 1: Addition of a New Leisure Aquatics and Small Lap Pool Area and Wellness Centre	<p><i>* Reflects the optimal option (Approach #2) as identified in the 2010 expansion study.</i></p> <p>New leisure aquatics focused area and a small lap pool (3 lanes) to increase lane swimming and program space capacity. The addition would also include a medium scale fitness/wellness facility (~4,500 ft²) and a new multi-purpose room. Upgrades would also occur to amenity spaces such as change rooms, lobby areas, and public circulation spaces (including the potential re-configuration of the main entry areas).</p>	\$8,676,752
Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank	In addition to the upgrades identified in Option 1, the existing program tank would be expanded by 2 lanes. This option would require the hot pool to be relocated into the new leisure and 3 lane lap pool area and will eliminate the existing small leisure pool.	\$10,931,002
Option 3: Replacement (New Facility Development)	<p>A replacement new facility would be constructed using the general parameters outlined in Option 2, including:</p> <ul style="list-style-type: none"> • 8 lane x 25 metre program tank • Dedicated leisure aquatics area • ~4,500 ft² fitness/wellness facility • Multi-purpose room 	\$20,030,124 <i>(excluding site purchase and costs)</i>

A scoring metric was developed and used to rank the three potential options based on considerations such as cost (capital and operating), community and user group benefits, and impacts on existing facilities.

Based on this scoring, Option 1 and Option 2 were both deemed as strong options (Option 1 scored slightly higher than Option 2). Option 3 is not deemed to be a strong or viable option.



OPTION 1

(Addition of a new leisure aquatics and 3 lane lap pool area, fitness/wellness centre and amenity upgrades/re-configuration.)



November 7 2017

Riversong Aquatic Centre Expansion
Concept Study

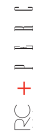


- KEY**
- Lobby & Washroom - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multi-purpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Nalatorium - Existing
 - Nalatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Centre - Existing
 - Pedestrian Stairwalk
 - Landscaping
 - Extent of Existing Building
 - Entrance



Option 1

* Concept image only. Refinement of the facility layout and amenities will occur if the project moves forward into detailed design.



OPTION 2

(Same component additions as Option 1 plus the addition of two swimming lanes to the existing lap pool. The addition of the main lap pool by two lanes would require the hot pool to be relocated into the new leisure & 3 lane lap pool and will eliminate the existing small leisure pool.)



- KEY
- Yellow circle: Lobby & Waitrooms - Existing with Renovations
 - Orange circle: Lobby - Expansion
 - Light blue circle: Reception & Admin - Existing with Renovations
 - Dark blue circle: Reception & Admin - Expansion
 - Pink circle: Wellness Centre - Expansion
 - Light green circle: Multipurpose Room - Expansion
 - Light purple circle: Change Rooms - Existing
 - Light blue circle: Universal Change Room - Expansion
 - Light blue circle: Natatorium - Existing
 - Light blue circle: Natatorium - Expansion
 - Dark blue circle: Mechanical & Storage - Expansion
 - Dark blue circle: Qualicum Beach Civic Center - Existing
 - Light green circle: Pedestrian Stairwalk
 - Light green circle: Landscaping
 - Red dashed line: Extent of Existing Building
 - Red triangle: Entrance

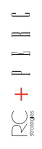
November 7 2017

Revenson Aquatic Centre Expansion
Concept Study

Option 2



* Concept image only. Refinement of the facility layout and amenities will occur if the project moves forward into detailed design.



INFRASTRUCTURE RECOMMENDATIONS

- **District 69 Arena** (Parksville Curling Club):
 - » Curling is the most appropriate type of use for the facility at present time.
 - » The RDN should work collaboratively with the City, Town and curling stakeholders to determine future needs for curling facilities in the region.
 - * These discussions will be required as both curling facilities in the region are ageing and the City of Parksville's Community Park Master Plan suggests alternative uses for the site in the future.
- **Sport field** recommendations:
 - » Work with partners (City, Town, School District 69) to make better use of underutilized fields.
 - » Defer the development of a full scale outdoor multi-sport complex for at least five years.
 - » Monitor sport field utilization for 3 – 5 years, and if warranted consider retrofitting an existing grass field to artificial turf.
- **Fitness and Wellness Centre** recommendations:
 - » Identify opportunities to integrate a dedicated medium scale fitness and wellness space into an existing facility (e.g. Ravensong Centre expansion).
 - » Revisit a larger scale fitness and wellness space in ten years (as part of a new multi-purpose facility development of major expansion project).
- **Community program space** recommendations:
 - » Continue to place a priority on maximizing the use of current facilities and spaces and ensure geographic balance.
 - » Re-visit the need for a new indoor multi-purpose recreation facility in 5 years.
- Optimize use of the leisure ice space (Oceanside Pond) at Oceanside Place. Consider repurposing if utilization cannot be increased.
- Ensure that RDN Recreation Services are involved as a stakeholder in future parks, trails and open space planning.
- Develop a sponsorship and naming policy and strategy.
- Conduct a Recreation Facility Needs Assessment every 5 years and use this information to “refresh” the Master Plan.
- Develop and implement a Facility Project Development Framework (standard planning process) to help inform future decision and maximize transparency.

C

PROMOTIONAL POSTER

HELP US PLAN FOR THE FUTURE OF RECREATION

The Regional District of Nanaimo is developing a Recreation Services Master Plan for District 69 (Oceanside).



This November, **get involved** provide your feedback on the **Draft Recreation Services Master Plan for District 69 (Oceanside)**.

Mon, Nov 20, 5:30-7:30 pm, Nanoose Place
Tue, Nov 21, 1:00-3:00 pm, Qualicum Beach Civic Centre
Tue, Nov 21, 5:30-7:30 pm, Arrowsmith Hall
Wed, Nov 22, 5:30-7:30 pm, Oceanside Place Arena
Thu, Nov 23, 5:30-7:30 pm, Lighthouse Community Ctr

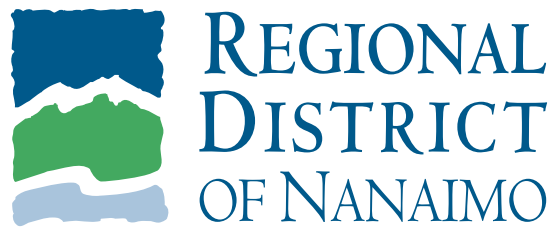
Children's activity corner available at each open house

Get involved RDN rdn.bc.ca/recreation or
call 250-248-3252 or 250-752-5014









ATTACHMENT 3

2018 - 2025 Financial Projections - Removal of the District 69 Arena

At the March 27th RDN Board Meeting direction was given to allocate in the 2019 - 2024 Financial Plan \$1,000,000 by 2024 for the possible removal of the District 69 Arena and remediation of the site. Table 1 shows the total tax requisition per \$100,000 of assessments (2018 assessments) for 2018 through 2025. As the Arena's requisition is based 50% on usage and 50% on assessments, the impact varies by participant. Raising \$200,000 results in an increase of between \$0.90 and \$1.70 per \$100,000 of assessment (2018 assessments) in 2019 through 2023 excluding other general increases for the service over those years. In 2024 tax requisitions will be reduced as the \$1,000,000 would then be accumulated. Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1 Removal of District 69 Arena Change in Tax Requisition per \$100,000 assessed value (using 2018 assessments) 2018 -2025

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	16.46	18.05	19.68	20.17	20.17	20.17	17.35	16.48
Town of Qualicum Beach	12.30	13.49	14.70	15.07	15.07	15.07	12.96	12.31
Electoral Area E	11.77	12.91	14.08	14.43	14.43	14.43	12.41	11.79
Electoral Area F	13.42	14.73	16.05	16.45	16.45	16.45	14.15	13.44
Electoral Area G	17.34	19.02	20.73	21.25	21.25	21.25	18.28	17.36
Electoral Area H	9.37	10.28	11.21	11.49	11.49	11.49	9.88	9.38

TABLE 2 Financial Plan Projections for Removal of District 69 Arena 2019 - 2025

Oceanside Place	2018	2019	2020	2021	2022	2023	2024	2025
		9.7%	9.0%	2.5%	0.0%	0.0%	(14.0%)	(5.0%)
Tax Requisition - Base	\$ (1,973,597)	\$ (2,052,541)	\$ (2,103,854)	\$ (2,156,451)	\$ (2,178,015)	\$ (2,221,576)	\$ (2,232,683)	\$ (2,243,847)
Tax Requisition - Incremental Change		(112,495)	(256,035)	(262,435)	(240,871)	(197,310)	152,441	267,617
Operating Revenue	(646,229)	(664,240)	(682,791)	(701,897)	(720,678)	(740,923)	(747,261)	(754,135)
Total Operating Revenues	(2,619,826)	(2,829,276)	(3,042,680)	(3,120,783)	(3,139,564)	(3,159,809)	(2,827,503)	(2,730,365)
Operating Expenses	1,879,670	1,910,819	1,942,612	1,978,461	2,015,002	2,052,927	2,091,561	2,130,952
Transfer to Reserves - Base	116,080	20,000	140,180	140,000	170,000	150,000	470,000	545,000
Transfer to Reserves - Incremental		200,000	200,000	200,000	200,000	200,000	-	-
Total Operating Expenditures	1,995,750	2,130,819	2,282,792	2,318,461	2,385,002	2,402,927	2,561,561	2,675,952
Operating (surplus) deficit	(624,076)	(698,457)	(759,888)	(802,322)	(754,562)	(756,882)	(265,942)	(54,413)
Capital Asset Expenditure								
Capital - D69 Arena Removal & Site Remediation	-	-	-	-	-	-	1,000,000	-
Capital - Other	203,131	474,200	161,590	176,500	410,125	374,661	309,200	32,840
Reserve Fund	(52,000)	(265,000)	-	-	(270,000)	-	(1,060,000)	-
Net Capital funded from Operations	151,131	209,200	161,590	176,500	140,125	374,661	249,200	32,840
Capital Financing Charges								
Debt Principal and Interest	585,584	585,584	585,584	585,584	585,584	429,318	-	-
Total Capital Financing Charges	585,584	585,584	585,584	585,584	585,584	429,318	-	-
Net (surplus)/deficit for the year	112,639	96,327	(12,714)	(40,238)	(28,853)	47,097	(16,742)	(21,573)
Add: Prior Year (surplus)/deficit	(262,126)	(149,487)	(53,160)	(65,874)	(106,112)	(134,966)	(87,869)	(104,611)
(Surplus) applied to future years	\$ (149,487)	\$ (53,160)	\$ (65,874)	\$ (106,112)	(134,966)	\$ (87,869)	\$ (104,611)	\$ (126,185)

ATTACHMENT 4

2018-2025 Financial Projections – Tax Requisitions for all Participating Areas, Ballenas Track and Construction and Operation of an Artificial Turf Field with Grant Funding (capital costs)

The lack of a suitable athletic track and artificial turf field were identified during site visits and in feedback from user groups. With the development of a large outdoor multi-sport complex (Recommendation #23) to be deferred and revisited in five years, short term options that can be sustained if and when a larger outdoor complex is completed are necessary and reflected in this current model. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented here anticipates:

- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$500,000 funded through grant or other contributions and \$500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would need to increase by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$750,000 funded through grant or other contributions and \$750,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would need to increase by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.

The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 below shows the implications per \$100,000 of assessed value for 2018 through 2025 (using 2018 assessments). The tax requisition stabilizes in 2021 and future years with only inflationary increments being projected. Table 2 shows Financial Plan Projections with incremental changes.

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used.

ATTACHMENT 4

TABLE 1 Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) with Grant

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Town of Qualicum Beach	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Electorat Area E	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Electorat Area F	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Electorat Area G	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Electorat Area H	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90

TABLE 2 Financial Plan Projections for Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field 2018 – 2025 with Grant funding

Northern Community Recreation	2018	2019	2020	2021	2022	2023	2024	2025
		2.0%	10.0%	16.0%	0.5%	0.5%	0.0%	0.0%
Tax Requisition	\$ (1,290,730)	\$(1,313,965)	\$(1,338,244)	\$(1,365,009)	\$ (1,385,484)	\$ (1,413,194)	\$ (1,441,457)	\$ (1,470,287)
Tax Requisition-Incremental			(107,118)	(311,610)	(299,518)	(280,233)	(251,970)	(223,140)
Municipal Agreements	(309,317)	(318,597)	(330,968)	(331,588)	(338,220)	(344,984)	(351,884)	(358,921)
Operating Revenue	(452,563)	(414,525)	(420,391)	(426,348)	(432,748)	(438,889)	(445,219)	(451,269)
Total Operating Revenues	(2,052,610)	(2,047,087)	(2,196,721)	(2,434,555)	(2,455,970)	(2,477,300)	(2,490,530)	(2,503,617)
Operating Expenses - Base	2,003,652	1,994,151	2,032,399	2,061,470	2,095,011	2,129,216	2,164,433	2,200,350
Operating Expenses - Incremental			10,000	30,000	30,000	30,000	30,000	30,000
Transfer to Reserves	35,180	50,180	20,180	20,180	20,180	20,180	20,180	50,180
Transfer to Reserves - Incremental			21,250	81,250	81,250	81,250	81,250	81,250
Total Operating Expenditures	2,038,832	2,044,331	2,083,829	2,192,900	2,226,441	2,260,646	2,295,863	2,361,780
Operating (surplus) deficit	(13,778)	(2,756)	(112,892)	(241,655)	(229,529)	(216,654)	(194,667)	(141,837)
Capital Asset Expenditure								
Capital - Ballenas Track Resurfacing	-	1,000,000	-	-	-	-	-	-
Capital - Artificial Turf Field	-	-	1,500,000	-	-	-	-	-
Capital - Other	57,161	37,825	11,540	3,000	1,700	2,161	2,825	11,240
New Borrowing	-	(500,000)	(750,000)	-	-	-	-	-
Capital Grants		(500,000)	(750,000)					
Reserve Fund	(55,000)	(35,000)	-	-	-	-	-	-
Net Capital funded from Operations	2,161	2,825	11,540	3,000	1,700	2,161	2,825	11,240
Capital Financing Charges								
New Debt Principal and Interest	-	-	114,178	209,601	209,601	209,601	209,601	95,423
Total Capital Financing Charges	-	-	114,178	209,601	209,601	209,601	209,601	95,423
Net (surplus)/deficit for the year	(11,617)	69	12,827	(29,054)	(18,228)	(4,892)	17,759	(35,174)
Add: Prior Year (surplus)/deficit	(62,117)	(73,734)	(73,665)	(60,839)	(89,893)	(108,121)	(113,014)	(95,255)
(Surplus) applied to future years	\$ (73,734)	\$ (73,665)	\$ (60,839)	\$ (89,893)	(108,121)	\$ (113,014)	\$ (95,255)	\$ (130,430)

ATTACHMENT 5

2018-2025 Financial Projections – Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track and Construction and Operation of an Artificial Turf Field with No Grant Funding (capital costs)

The lack of a suitable athletic track and artificial turf field were identified during site visits and feedback from user groups. With the development of a large outdoor multi-sport complex (Recommendation #23) to be deferred and revisited in five years, short term options that can be sustained if and when a larger outdoor complex is completed are necessary and reflected in this current model. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$1,000,000 funded through borrowing if there were no grants or contributions;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would have to be increased by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$1,500,000 funded through borrowing if there were no grants or contributions;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would have to increase by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.

The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 below shows the implications per \$100,000 of assessed value for 2018 through 2025 (using 2018 assessments). The tax requisition stabilizes in 2021 and future years with only inflationary increments being projected. Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1 Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) No Grants

	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Town of Qualicum Beach	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Electoral Area E	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Electoral Area F	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Electoral Area G	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Electoral Area H	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27

¹ Existing Sportsfields are allocated based on Usage Surveys – since these Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used.

ATTACHMENT 5

TABLE 2 Financial Plan Projections for Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field 2018 – 2025 No Grants

	2018	2019	2020	2021	2022	2023	2024	2025
		2.0%	20.0%	18.0%	0.5%	0.5%	0.5%	0.0%
Tax Requisition	\$ (1,290,730)	\$ (1,313,965)	\$ (1,338,244)	\$ (1,365,009)	\$ (1,385,484)	\$ (1,413,194)	\$ (1,441,457)	\$ (1,470,287)
Tax Requisition-Incremental			(238,514)	(495,565)	(484,393)	(466,033)	(447,166)	(418,336)
Municipal Agreements	(309,317)	(318,597)	(330,968)	(331,588)	(338,220)	(344,984)	(351,884)	(358,921)
Operating Revenue	(452,563)	(414,525)	(420,391)	(426,348)	(432,748)	(438,889)	(445,219)	(451,269)
Total Operating Revenues	(2,052,610)	(2,047,087)	(2,328,117)	(2,618,510)	(2,640,845)	(2,663,100)	(2,685,726)	(2,698,813)
Operating Expenses - Base	2,003,652	1,994,151	2,032,399	2,061,470	2,095,011	2,129,216	2,164,433	2,200,350
Operating Expenses - Incremental			10,000	30,000	30,000	30,000	30,000	30,000
Transfer to Reserves	35,180	50,180	20,180	20,180	20,180	20,180	20,180	50,180
Transfer to Reserves - Incremental			21,250	81,250	81,250	81,250	81,250	81,250
Total Operating Expenditures	2,038,832	2,044,331	2,083,829	2,192,900	2,226,441	2,260,646	2,295,863	2,361,780
Operating (surplus) deficit	(13,778)	(2,756)	(244,288)	(425,610)	(414,404)	(402,454)	(389,863)	(337,033)
Capital Asset Expenditure								
Capital - Ballenas Track Resurfacing	-	1,000,000	-	-	-	-	-	-
Capital - Artificial Turf Field	-	-	1,500,000	-	-	-	-	-
Capital - Other	57,161	37,825	11,540	3,000	1,700	2,161	2,825	11,240
New Borrowing	-	(1,000,000)	(1,500,000)	-	-	-	-	-
Capital Grants	-	-	-	-	-	-	-	-
Reserve Fund	(55,000)	(35,000)	-	-	-	-	-	-
Net Capital funded from Operations	2,161	2,825	11,540	3,000	1,700	2,161	2,825	11,240
Capital Financing Charges								
New Debt Principal and Interest	-	-	228,355	419,201	419,201	419,201	419,201	190,846
Total Capital Financing Charges	-	-	228,355	419,201	419,201	419,201	419,201	190,846
Net (surplus)/deficit for the year	(11,617)	69	(4,393)	(3,409)	6,497	18,908	32,163	(134,947)
Add: Prior Year (surplus)/deficit	(62,117)	(73,734)	(73,665)	(78,058)	(81,467)	(74,971)	(56,062)	(23,899)
(Surplus) applied to future years	\$ (73,734)	\$ (73,665)	\$ (78,058)	\$ (81,467)	(74,971)	\$ (56,062)	\$ (23,899)	\$ (158,846)

ATTACHMENT 6

2018-2025 Financial Projections – Expansion to Ravensong Aquatic Centre with Grant Funding

Scenario 1 – Grant funding for \$3.7 Million of the Capital Cost of the Expansion of Ravensong Aquatic Centre

Findings within the Master Plan show that improved indoor aquatics is a high priority for both residents and user groups. Meeting this need is the largest capital project within the Master Plan. As previously mentioned grant funding for a significant portion of the capital cost would be the preferred option. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$3,700,000 funded through grant or other contributions; \$3,700,000 funded through borrowing and the remaining \$2,000,000 is to be funded from a reallocation of existing reserves planned for facility upgrades which would be incorporated into this expansion project;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 is included for community consultation and elector approval costs in 2021;
 - Recreation fees, Facility rentals and Other Revenue in this model have been adjusted upward in 2023 to reflect projected increases due to the expansion;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 for this model to reflect the expansion;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

As the Ravensong Aquatic Centre requisition is based 50% on usage and 50% on assessments, the financial impact varies by participant. Table 1 shows the tax requisition by contributing area per \$100,000 assessed value for 2018 through 2025 (using 2018 assessments). Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1
2022 Ravensong Aquatic Centre Expansion Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) with Grant Funding

Year	Current	2019	2020	2021	2022	2023	2024	2025
City of Parksville	16.15	16.40	16.64	17.64	17.73	19.50	21.65	21.76
Town of Qualicum Beach	17.86	18.13	18.40	19.51	19.61	21.57	23.94	24.06
Electoral Area E	-	-	-	-	-	-	-	-
Electoral Area F	19.55	19.85	20.14	21.35	21.46	23.60	26.20	26.33
Electoral Area G	17.30	17.56	17.83	18.90	18.99	20.89	23.19	23.30
Electoral Area H	13.97	14.18	14.39	15.25	15.33	16.86	18.72	18.81

ATTACHMENT 6

TABLE 2 Financial Plan Projections for Ravensong Aquatic Centre \$9.4 million¹ Expansion 2018 – 2025 with Grant Funding

	2018	2019	2020	2021	2022	2023	2024	2025
Tax Requisition	\$ (1,990,032)	\$(2,019,882)	\$(2,050,180)	\$(2,080,933)	\$(2,112,147)	\$(2,143,830)	\$(2,175,987)	\$(2,208,627)
Tax Requisition-Incremental				(92,258)	(71,910)	(258,633)	(490,747)	(471,440)
Operating Revenue	(702,375)	(723,268)	(744,787)	(766,953)	(789,784)	(813,299)	(837,520)	(862,468)
						(265,000)	(265,000)	(265,000)
Total Operating Revenues	(2,692,407)	(2,743,150)	(2,794,967)	(2,940,144)	(2,973,841)	(3,480,762)	(3,769,254)	(3,807,535)
Operating Expenses	2,331,839	2,320,454	2,359,815	2,399,940	2,440,842	2,482,538	2,525,043	2,568,374
Operating Expenses-Incremental				120,000		631,015	638,686	646,509
Transfer to Reserves	450,180	450,180	450,180	350,180	350,180	350,180	350,180	350,180
Transfer to Reserves-Incremental						(200,000)	(200,000)	(200,000)
Total Operating Expenditures	2,782,019	2,770,634	2,809,995	2,870,120	2,791,022	3,263,733	3,313,909	3,365,063
Operating (surplus) deficit	89,612	27,484	15,028	(70,024)	(182,819)	(217,028)	(455,345)	(442,472)
Capital Asset Expenditure								
	-	-	-	-	-	-	-	-
Capital - Expansion	-	-	-	-	9,400,000	-	-	-
Capital - Other	693,360	42,700	17,040	302,500	31,050	103,660	119,200	412,040
New Borrowing		-	-	-	(3,700,000)	-	-	-
Reserve Fund	(625,000)	-	(17,040)	(215,000)	(2,000,000)	(45,000)	-	(275,000)
Capital Grant	-	-	-	-	(3,700,000)	-	-	-
Net Capital funded from Operations	68,360	42,700	-	87,500	31,050	58,660	119,200	137,040
Capital Financing Charges								
New Debt Principal and Interest	-	-	-	-	-	322,698	322,698	322,698
Total Capital Financing Charges	-	-	-	-	-	322,698	322,698	322,698
Net (surplus)/deficit for the year	157,972	70,184	15,028	17,476	(151,769)	164,330	(13,447)	17,266
Add: Prior Year (surplus)/deficit	(342,166)	(184,194)	(114,010)	(98,982)	(81,506)	(233,275)	(68,946)	(82,393)
(Surplus) applied to future years	\$ (184,194)	\$ (114,010)	\$ (98,982)	\$ (81,506)	(233,275)	\$ (68,946)	\$ (82,393)	\$ (65,127)

¹\$9.4 million is the estimated inflated cost in 2022

ATTACHMENT 7

2018-2025 Financial Projections – Expansion to Ravensong Aquatic Centre with No Grant Funding

Findings within the Master Plan show that improved indoor aquatics is a high priority for both residents and user groups. Meeting this need is the largest capital project within the Master Plan. As previously mentioned grant funding for a significant portion of the capital cost would be the preferred option. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$7,400,000 funded through borrowing (assumes no grants or other contributions) and \$2,000,000 to be funded from a reallocation of existing reserves planned for facility upgrades which would be incorporated into this expansion project;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 is included for community consultation and elector approval costs in 2021;
 - Recreation fees, Facility rentals and Other Revenue in this model have been adjusted upward in 2023 to reflect projected increases due to the expansion;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve have been reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

As the Ravensong Aquatic Centre requisition is based 50% on usage and 50% on assessments, the financial impact varies by participant. Table 1 shows the tax requisition by contributing area per \$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1
Tax Requisition per \$100,000 assessed value (using 2018 assessments) \$9.4 Million Expansion With No Grant Funding in 2022

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	16.15	16.40	16.64	17.64	17.73	22.16	24.38	24.38
Town of Qualicum Beach	17.86	18.13	18.40	19.51	19.61	24.51	26.96	26.96
Electoral Area E	-	-	-	-	-	-	-	-
Electoral Area F	19.55	19.85	20.14	21.35	21.46	26.82	29.51	29.51
Electoral Area G	17.30	17.56	17.83	18.90	18.99	23.74	26.11	26.11
Electoral Area H	13.97	14.18	14.39	15.25	15.33	19.16	21.08	21.08

ATTACHMENT 7

TABLE 2
RDN 2018 – 2025 Financial Analysis Ravensong Aquatic Centre \$9.4 Million¹ Expansion With No Grant Funding in 2022

	2018	2019	2020	2021	2022	2023	2024	2025
		1.5%	1.5%	6.0%	0.5%	25.0%	10.0%	0.0%
Tax Requisition	\$ (1,990,032)	\$ (2,019,882)	\$ (2,050,180)	\$ (2,080,933)	\$ (2,112,147)	\$ (2,143,830)	\$ (2,175,987)	\$ (2,208,627)
Tax Requisition-Incremental				(92,258)	(71,910)	(586,241)	(827,091)	(794,451)
Operating Revenue	(702,375)	(723,268)	(744,787)	(766,953)	(789,784)	(813,299)	(837,520)	(862,468)
Operating Revenue-Incremental						(265,000)	(265,000)	(265,000)
Total Operating Revenues	(2,692,407)	(2,743,150)	(2,794,967)	(2,940,144)	(2,973,841)	(3,808,370)	(4,105,598)	(4,130,546)
Operating Expenses	2,331,839	2,320,454	2,359,815	2,399,940	2,440,842	2,482,538	2,525,043	2,568,374
Operating Expenses-Incremental				120,000		631,015	638,686	646,509
Transfer to Reserves	450,180	450,180	450,180	350,180	350,180	350,180	350,180	350,180
Transfer to Reserves-Incremental						(200,000)	(200,000)	(200,000)
Total Operating Expenditures	2,782,019	2,770,634	2,809,995	2,870,120	2,791,022	3,263,733	3,313,909	3,365,063
Operating (surplus) deficit	89,612	27,484	15,028	(70,024)	(182,819)	(544,637)	(791,690)	(765,484)
Capital Asset Expenditure								
Capital - Expansion	-	-	-	-	9,400,000	-	-	-
Capital - Other	693,360	42,700	17,040	302,500	31,050	103,660	119,200	412,040
New Borrowing		-	-	-	(7,400,000)	-	-	-
Reserve Fund	(625,000)	-	(17,040)	(215,000)	(2,000,000)	(45,000)	-	(275,000)
Capital Grants	-	-	-	-	-	-	-	-
Net Capital funded from Operations	68,360	42,700	-	87,500	31,050	58,660	119,200	137,040
Capital Financing Charges								
New Debt Principal and Interest	-	-	-	-	-	645,396	645,396	645,396
Total Capital Financing Charges	-	-	-	-	-	645,396	645,396	645,396
Net (surplus)/deficit for the year	157,972	70,184	15,028	17,476	(151,769)	159,419	(27,094)	16,952
Add: Prior Year (surplus)/deficit	(342,166)	(184,194)	(114,010)	(98,982)	(81,506)	(233,275)	(73,856)	(100,950)
(Surplus) applied to future years	\$ (184,194)	\$ (114,010)	\$ (98,982)	\$ (81,506)	(233,275)	\$ (73,856)	\$ (100,950)	\$ (83,998)

¹\$9.4 million is the estimated inflated cost in 2022

ATTACHMENT 8

2018-2025 Financial Projections Overall Impacts to Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre with Grant Funding incorporated

The financial analysis presented anticipates:

- During 2019 through 2023, \$200,000 in funds will be set aside each year as contribution to reserves to allow for the removal of the District 69 Arena and remediation of the site in 2024 expected to cost \$1,000,000.
- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$500,000 funded through grant and \$500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would be increased by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$750,000 funded through grant and \$750,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would be increased by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.
- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$3,700,000 funded through borrowing, \$3,700,000 funded through grants and \$2,000,000 funded from reserves;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 would be included for community consultation costs and elector approval process in 2021;
 - Recreation fees, Facility rentals and Other Revenue have been adjusted upward in 2023 to reflect the increase due to the expansion for this model;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

For all models, staff will continue to pursue other funding options such as DCCs, developer amenity contributions and grants where applicable. The Arena and Ravensong Aquatic Centre requisitions are based 50% on usage and 50% on assessments and the financial impact varies by participant. The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 shows the combined tax requisition by contributing area per

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used for the Ballenas track and the artificial turf field.

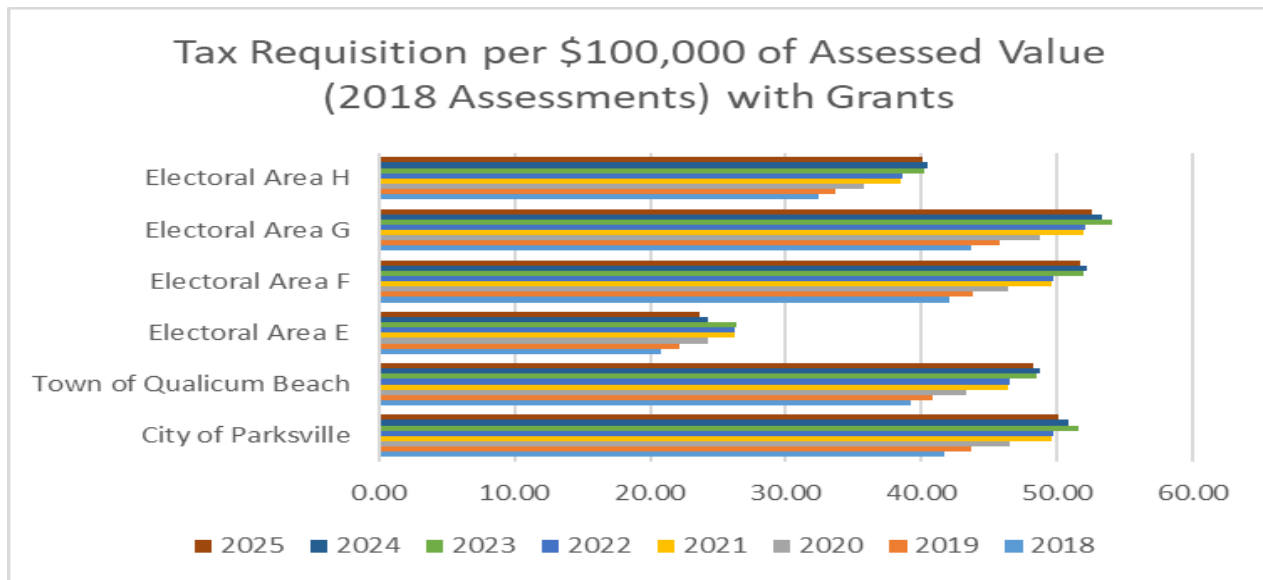
ATTACHMENT 8

\$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows the combined tax requisition per contributing area per \$100,000 assessed value in graphical form.

TABLE 1
D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) with Grant Funding

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	41.68	43.69	46.48	49.59	49.74	51.57	50.90	50.14
Town of Qualicum Beach	39.23	40.85	43.26	46.36	46.52	48.54	48.80	48.27
Electoral Area E	20.84	22.15	24.23	26.21	26.27	26.33	24.31	23.69
Electoral Area F	42.05	43.80	46.35	49.59	49.75	51.96	52.25	51.67
Electoral Area G	43.71	45.82	48.72	51.93	52.08	54.04	53.37	52.57
Electoral Area H	32.41	33.69	35.75	38.52	38.66	40.25	40.50	40.10

TABLE 2
D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) with Grant Funding in graphical form



ATTACHMENT 9

2018-2025 Financial Projections Overall Impacts to Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre with No Grants or Other Contributions

The financial analysis presented anticipates:

- During 2019 through 2023, \$200,000 in funds are being set aside each year as a contribution to reserves to allow for the removal of the District 69 Arena and remediation of the site in 2024. Combined the removal of the building and site remediation is expected to cost \$1,000,000.
- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$1,000,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would be increased by \$21,250 starting in 2020 to fund \$170,000 for major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$1,500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would be increased by \$60,000 starting in 2021 to fund \$600,000 for major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.
- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$7,400,000 funded through borrowing and \$2,000,000 funded through reserves;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 for community consultation costs and elector approval process in 2021;
 - Recreation fees, Facility rentals and Other Revenue have been adjusted upward in 2023 to reflect the increase due to the expansion for this model;
 - Building Operations, Program Costs, Operating Costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

For all models, staff will continue to pursue other funding options such as DCCs, developer amenity contributions and grants where applicable. The Arena and Ravensong Aquatic Centre requisitions are based 50% on usage and 50% on assessments and the financial impact varies by participant. The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 shows the combined tax requisition by contributing area per

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used for the Ballenas track and the artificial turf field.

ATTACHMENT 9

\$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows the combined tax requisition per contributing area per \$100,000 assessed value in graphical form.

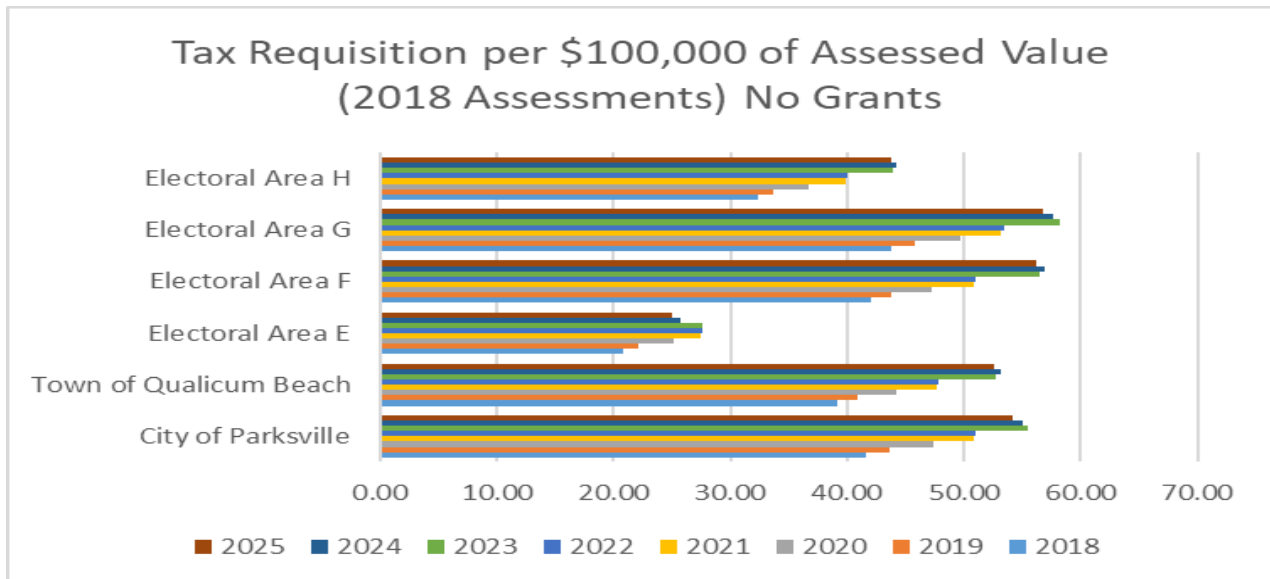
TABLE 1

D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) no Grants

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	41.68	43.69	47.40	50.89	51.04	55.54	55.00	54.13
Town of Qualicum Beach	39.23	40.85	44.19	47.65	47.82	52.78	53.19	52.54
Electoral Area E	20.84	22.15	25.16	27.50	27.57	27.63	25.68	25.06
Electoral Area F	42.05	43.80	47.27	50.88	51.05	56.48	56.93	56.22
Electoral Area G	43.71	45.82	49.64	53.22	53.38	58.20	57.66	56.75
Electoral Area H	32.41	33.69	36.68	39.82	39.96	43.86	44.23	43.74

TABLE 2

D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) no Grants in graph form



The approved financial statements will be incorporated into the RDN’s Annual Report and Statement of Financial Information to be presented to the Board in June. Key items from the statements are discussed below.

Consolidated Statement of Financial Position (Page 3 of Attachment 3)

Total Financial Assets (cash, investments, accounts receivable) increased from \$168.1 million to \$188.5 million largely due to an increase in cash and investments. Cash and investments totaling \$118 million in 2017 represent the deferred revenue and reserve funds held for future infrastructure. Other jurisdictions debt receivable (debt incurred on behalf of the municipalities and the Vancouver Island Regional Library) decreased from \$64.9 million to \$60.6 million due to the ongoing debt principal repayments.

Total Financial Liabilities (trade payables, debt, deferred revenue and other liabilities) increased from \$130.8 million to \$153.1 million mostly due to change in the long term debt and deferred revenue. Long term debt increased by a net \$11.0 million and is comprised of new debt acquired for Southern Community Wastewater (Secondary Treatment upgrade project \$15.0 million), Nanoose Bay Bulk Water upgrades (Englishman River Joint Venture project \$1.64 million) and Westurne Heights Water Service upgrades (\$60,000). This is offset by \$4.2 million in principal payments by the RDN and member municipalities. The deferred revenue increased by \$7.8 million. The majority of the increase is due to developer contributions for wastewater, sewer and water services and grant funding received for the Bowser Sewer project being held pending the project start.

Total Non-Financial Assets (tangible capital assets, prepaid expenses and inventories) increased from \$199.6 million to \$213.0 million due to a \$12.9 million net investment in new capital assets.

Over the next few years, the RDN will see shifts in the asset and liability accounts as a result of the significant capital project work being undertaken. Debt is projected to increase by up to \$60 million and reserves of up to \$83 million will be used towards funding over \$180 million in capital. Grant funding will continue to be pursued to offset the capital demands; however, many of these projects are required to meet provincial and federal standards for water and wastewater which will make it more difficult for the RDN to develop other community services and amenities without new revenue sources.

Unfunded Liabilities (Page 3 and Pages 16-17 of Attachment 3)

Unfunded liabilities are calculated for certain post retirement employee benefits and future costs to close and monitor the regional landfill. Recording the value of these future liabilities is a means of showing that there are financial obligations which are not completely captured in the annual activities of the Regional District.

At December 31, 2017 the unfunded liability balances were:

	Estimated obligation	Reserves on hand
Employee retirement benefit	\$1,797,849	\$2,243,138
Employee other benefits	\$254,136	
Landfill closure costs	\$9,677,527	\$1,843,676
Landfill post closure maintenance costs	\$5,601,807	

Currently, the landfill closure and post closure costs are largely unfunded with a relatively small reserve. The 2018-2022 Financial Plan includes increased transfers to the landfill closure reserve. The funding for closure costs will be reviewed on an ongoing basis during future budget discussions for the Solid Waste service.

Accumulated Surplus (Page 3 and Pages 19-20 of Attachment 3)

The components making up the RDN's Accumulated Surplus as at December 31, 2017 are shown below.

	<u>2017</u>	<u>2016</u>
General Revenue Fund Unappropriated Surplus	\$ 12,297,424	\$ 12,328,194
General Revenue Fund Appropriated Surplus	3,906,208	
Unfunded Liabilities	(15,088,181)	(12,797,451)
Net investment in Tangible Capital Assets	180,755,404	178,253,350
General Revenue Fund Reserve Accounts (Landfill Closure reserve, vehicle replacement reserves)	3,115,924	3,952,612
Statutory Reserve Funds	63,435,550	55,223,954
Accumulated Surplus	<u>\$ 248,422,329</u>	<u>\$ 236,960,659</u>

The Accumulated Surplus position increased by \$11.5 million between 2016 and 2017. Items of note that contributed to this change are:

- The General Revenue Appropriated surplus of \$3.9 million includes \$2.7 million in carryforward projects and \$1.2 million for the BC Transit special reserve being carried to 2018.
- Statutory Reserve Fund balances increased \$8.2 million from \$55.2 million to \$63.4 million due to yearly reserve contributions for future projects. Reserve funds play a significant role in executing the capital plans of the RDN. \$83 million is projected to be spent from reserves for capital over the next five years.

Highlights of reserve fund activity over the last three years are shown in the table below:

	2017	2016	2015
Contributions to reserve funds from annual budgets	\$8,295,996	\$8,843,410	\$8,799,632
Interest earned	583,171	745,111	865,975
Funds applied to approved expenditures	1,016,981	5,949,424	3,942,699

Transfers from reserve were lower than anticipated in 2017 as a result of the timing for some capital projects, in particular for the Secondary Treatment Project at the Greater Nanaimo Pollution Control Centre.

Consolidated Statement of Operations (Page 4 of Attachment 3)

This Consolidated Statement of Operations shows the sources of revenue and expenses of the RDN as a whole based on Public Sector Accounting Board standards. Items of note from the Consolidated Statement of Operations are discussed below.

Revenues show increased taxation revenues of \$2.5 million, increased operating revenue of \$1.7 million and reduced grant revenue of \$6.4 million. Higher than expected revenues across several services such as building inspection and solid waste were the source of operating revenues exceeding both budget and 2016 levels by \$1.7 million. Overall revenues decreased by \$2.7 million from 2016 as a result of reduced grant revenues which are impacted by the timing of capital projects. Capital projects use a

drawdown accounting approach where grant revenues are recorded when project expenses are incurred.

Year over year consolidated expenses increased from \$69.0 million in 2016 to \$75.3 million in 2017. The majority of the difference is attributed to several items additional to general operating cost increases. These include the impact of the solid waste unfunded liability closure adjustments (\$2 million), the impact of the funding transfer for the supportive housing facility in Parksville (\$700,000), increased debt servicing and amortization expense in the Wastewater Services (\$600,000), increased operating costs in Fire Services (\$560,000), increased costs for the Transit Service expansion (\$300,000) and the transfer of Community Works Funds for the Snuneymuxw Sport Court (\$300,000).

Actual expenses of \$75.3 million also exceeded the budget estimate of \$69.6 million. This is because for year-end reporting purposes, costs for non-cash items such as amortization and unfunded liabilities are included in accordance with public sector accounting standards that are not included in budget figures.

ALTERNATIVES

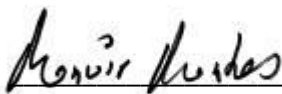
1. That the 2017 consolidated financial statements of the Regional District of Nanaimo be approved.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The annual audit fee of \$26,775 is included in the Finance Department's 2017 budget. The post-employment benefit calculation was performed by an independent actuary which cost \$2,000 for 2017. There are no additional costs at this time.

STRATEGIC PLAN IMPLICATIONS

The Public Sector Accounting Board Standards for financial reporting and auditing require Board approval of final consolidated financial statements prior to the signing of the audit report. Compliance with this requirement directly supports the Board governing principle to *Be Transparent and Accountable*, which demands transparency in financial reporting and that Directors are accountable to the public. Based on feedback from MNP LLP, who have formally acknowledged the excellent cooperation of staff through the audit process, it is evident that this Board value has trickled through the organization, influencing how staff conduct themselves in their work. In addition, the auditors conclude that the financial sustainability of the RDN is healthy and trending in a positive direction.



Manvir Manhas mmanhas@rdn.bc.ca

April 19, 2018

Reviewed by:

- W. Idema, Director of Finance
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments:

1. 2017 RDN Audit Findings Report
2. 2017 RDN Independent Auditors' Draft Report
3. 2017 RDN Consolidated Financial Statements

**Regional District Of Nanaimo
Report to the Board of Directors**

For the Year Ending December 31, 2017

For presentation at the Board of Directors meeting May 8, 2018

May 8, 2018

Members of the Board of Directors of Regional District Of Nanaimo

Dear Members of the Board of Directors:

We are pleased to submit to you this report for discussion of our audit of the consolidated financial statements of Regional District Of Nanaimo (the "Regional District") as at December 31, 2017 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

We have completed our audit of the consolidated financial statements of the Regional District which has been carried out in accordance with Canadian generally accepted auditing standards.

Our Independent Audit Report will provide an unqualified opinion to the Board of Directors of the Regional District. A draft copy of our proposed Independent Auditors' Report is attached at the end of this report.

This report is intended solely for the information and use of the Board of Directors and management and should not be distributed to or used by any other parties than these specified parties.

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

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

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

Sincerely,



MNP LLP

Chartered Professional Accountants

CAV/vt

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INTRODUCTION

As auditors, we report to the Board of Directors on the results of our examination of the consolidated financial statements of Regional District Of Nanaimo (the "Regional District") as at and for the year ended December 31, 2017. The purpose of this Audit Findings Report is to assist you, as members of the Board of Directors, in your review of the results of our audit. To facilitate in your understanding of our findings, Appendix A to this report summarizes our audit process.

Our report will discuss the status of our engagement, as well as communicate to you significant audit, accounting and reporting matters arising from our procedures. We hope that this report is of assistance to you, and we look forward to discussing our findings and answering your questions.

ENGAGEMENT STATUS

We have completed our audit of the consolidated financial statements of the Regional District and are prepared to sign our Independent Auditors' Report subsequent to completion of the following procedure:

- The Board of Directors' review and approval of the consolidated financial statements.

We expect to have the above procedure completed and to release our Audit Report on May 9, 2018. Our draft report, which will provide an unqualified opinion, is attached at the end of this report.

SIGNIFICANT AUDIT, ACCOUNTING AND REPORTING MATTERS

CHANGES FROM AUDIT SERVICE PLAN

There were no deviations from the Audit Service Plan previously presented to you.

AREAS OF AUDIT EMPHASIS

The following lists the key areas of our audit emphasis for your Regional District:

- The reasonableness of the estimate of the liability for landfill closure and post-closure maintenance costs.

Detailed information on Areas of Audit Emphasis is included as Appendix B to this report.

FINAL MATERIALITY

Materiality is a concept used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. The scope of our audit work is tailored to reflect the relative size of operations of the Regional District, and is affected by our assessment of materiality and audit risk.

Final materiality used for our audit was \$2,000,000 for December 31, 2017. This amount is calculated as 2.3% of total annual revenue.

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

Our audit process focuses on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks. This risk assessment allows us to concentrate our audit procedures on high risk areas and, where possible, place reliance on controls within the financial reporting system to reduce the extent of our testing.

It is important to note that our assessment was not, nor was it intended to be, sufficient to comment or conclude on the sufficiency of internal controls.

We are required under Canadian generally accepted auditing standards to communicate all significant deficiencies identified during an audit to the Board of Directors on a timely basis. However, we may not be aware of all significant deficiencies that do, in fact, exist.

While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention.

DIFFICULTIES ENCOUNTERED

No significant limitations were placed on the scope or timing of our audit.

IDENTIFIED OR SUSPECTED FRAUD

Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud.

While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.

IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS

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

MATTERS ARISING IN CONNECTION WITH RELATED PARTIES

No significant matters arose during the course of our audit in connection with related parties of the Regional District.

GOING CONCERN

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

We are of the opinion that the going concern assumption is appropriate in preparation of the consolidated financial statements.

AUDITORS' VIEWS OF SIGNIFICANT ACCOUNTING PRACTICES

The application of Canadian public sector accounting standards allows and requires the Regional District to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.

As auditors, we are uniquely positioned to provide open and objective feedback regarding your Regional District's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.

Accounting Policies

- The accounting policies used by the Regional District are appropriate and have been consistently applied.

Accounting Estimates

Landfill liability

- The unfunded liabilities for landfill closure costs and post-closure monitoring costs represent a significant liability in the Regional District's financial statements. For 2017 the estimate for landfill closure costs was \$9,677,527 (2016 - \$8,721,122), and for post closure maintenance costs was \$5,601,807 (2016 - \$4,470,400) for a total landfill liability of \$15,279,334 (2016 - \$13,191,522). These costs are an estimate, based on factors such as landfill capacity, remaining unused capacity, projected future costs to close and to monitor the site, and an appropriate discount rate used to determine a present value of these future costs. It is important to note that the landfill remaining unused capacity amount used in the calculation is based on the impact of board-approved capital projects as at the reporting date. Projects not yet approved that may further increase capacity and useful life are not factored into the calculation.

Changes to the underlying assumptions and estimates or legislative changes in the new term could have a material impact on the provision recognized. We have concluded that the accounting related to the Landfill Closure and Post-Closure Liabilities was appropriate.

Employee future benefits

- Employee retirement benefits include payouts of accumulated, unused sick leave upon an employee's retirement. As at December 31, 2017, the estimated sick leave liability was \$1,797,849 (2016 - \$1,777,474). An expense and corresponding liability is recorded now for the estimate of the future costs of these payouts, related to current service by current employees. This liability is an estimate, based on factors such as number of current employees in various age groups, number of recent employees over age 40 who have been employed with the Regional District until retirement, and an appropriate discount rate used to determine a present value of these future costs. Changes to the underlying assumptions and estimates or union contract changes in the new term could have a material impact on the reserve recorded. The estimate also includes assumptions regarding retirement dates, hours worked and sick time. We have concluded that the accounting related to Employee Retirement Benefits was appropriate. This estimate is calculated by an actuary hired by the Regional District.

Parkland and other assets contributed to the Regional District

- Fair value measurement of in-kind additions to tangible capital assets – fair value estimated using BCAA assessed values for land and independent appraisals where available. Total for 2017 was \$2,266,000 (2016 - \$1,867,000).

Financial Statement Disclosures

The disclosures made in the notes to the consolidated financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the consolidated financial statements.

MATTERS ARISING FROM DISCUSSIONS WITH MANAGEMENT

We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the Regional District.

There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.

SIGNIFICANT DIFFERENCES

No significant differences were proposed to management with respect to the December 31, 2017 consolidated financial statements.

MODIFICATIONS TO THE INDEPENDENT AUDITORS' REPORT

As discussed earlier, our independent auditors' report will provide an unqualified opinion to the Board of Directors.

MANAGEMENT REPRESENTATIONS

We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit.

AUDITOR INDEPENDENCE

We are aware of the following relationships between the Regional District and MNP that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from January 1, 2017 to May 8, 2018.

During the year, MNP was engaged to assist the Regional District with a financial analysis of the Nanaimo Recycle Exchange's funding request. No information from that project would impact the Regional District's current consolidated financial statement results. As a result, there is no independence threat.

MNP's valuations team was also engaged during the year to assist the Regional District with financial due diligence on its organic waste processing contract. To safeguard our independence, the work was performed by MNP's valuation team based in Vancouver, with no involvement on the audit team.

In addition, final quality control review on the audit was performed by an MNP partner in our Abbotsford office.

We confirm to the Board of Directors that we are independent of the Regional District. Our letter to the Board of Directors discussing our independence is included as part of the additional materials attached to this report.

APPENDIX A – MNP Audit Process

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the consolidated financial statements considered separately.

Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks. This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise. Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.

During the course of our audit, we have:

- Examined, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessed the accounting principles used and significant estimates made by management;
- Obtained an understanding of the Regional District and its environment, including management's internal controls (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the consolidated financial statements and to design and perform audit procedures;
- Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
- Evaluated the overall consolidated financial statement presentation;
- Performed a subsequent events review with management;
- Reviewed and assessed the status of contingencies, commitments and guarantees;
- Reviewed and assessed exposure to environmental liabilities.

We have obtained written representations from management, included as additional materials following this report, in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:

- Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements;
- Not directly related to items that are material to the consolidated financial statements, but are significant, either individually or in the aggregate, to the engagement; and
- Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

APPENDIX B – Areas of Audit Emphasis

The reasonableness of the estimate of the liability for landfill closure and post-closure maintenance costs:

We reviewed the data and assumptions for the calculation with management in the finance and solid waste departments. We noted that the liability is based on consultants' current data and management's best estimate of future costs. We did not note any errors in the calculation of this liability.

Independence Communication

May 8, 2018

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

Dear Members of the Board of Directors:

We have been engaged to audit the consolidated financial statements of Regional District Of Nanaimo ("the Regional District") as at December 31, 2017 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the Regional District and its related entities or persons in financial reporting oversight roles at the Regional District and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

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

We are aware of the following relationships between the Regional District and MNP that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from January 1, 2017 to May 8, 2018.

During the year, MNP was engaged to assist the Regional District with a financial analysis of the Nanaimo Recycle Exchange's funding request. No information from that project would impact the Regional District's current consolidated financial statement results. As a result, there is no independence threat.

MNP's valuations team was also engaged during the year to assist the Regional District with financial due diligence on its organic waste processing contract. To safeguard our independence, the work was performed by MNP's valuation team based in Vancouver, with no involvement on the audit team.

In addition, final quality control review on the audit was performed by an MNP partner in our Abbotsford office.

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

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

Sincerely,

MNP LLP

MNP LLP
Chartered Professional Accountants

Independent Auditors' Report

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

We have audited the accompanying consolidated financial statements of the Regional District of Nanaimo, which comprise the consolidated statement of financial position as at December 31, 2017 and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows and related schedules on pages 26 and 28 to 35 for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Regional District of Nanaimo as at December 31, 2017 and the results of its operations, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

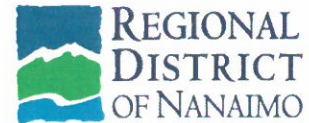
Other Matter

The supplementary information on 27 and 36 to 51 have been presented for purposes of additional analysis and are unaudited. We do not express an opinion on these schedules because our examination did not extend to the detailed information therein.

Nanaimo, British Columbia

May 8, 2018

Chartered Professional Accountants



Management's Responsibility

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

This statement is provided to clarify and outline the roles and responsibilities of the management team, the elected Board of Directors and the independent auditors in relation to the preparation and review of the Regional District of Nanaimo's annual financial results.

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Regional Board of Directors is composed entirely of Directors who are neither management nor employees of the Regional District. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for delegating the authority for approval of the consolidated financial statements. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management. The Board is also responsible for recommending the appointment of the Regional District's external auditors. The external auditors have full and free access to, the Board and management to discuss their audit findings.

MNP LLP, an independent firm of Chartered Professional Accountants, has been appointed by the Regional Board of Directors to audit the consolidated financial statements and report to them; their report follows.

April 19, 2018

A handwritten signature in black ink, appearing to read "S. D. ...", is written over a horizontal line.

Director of Finance

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2017**

		<u>2017</u>	<u>2016</u>
Financial Assets			
Cash and short-term deposits	(Note 2)	\$ 84,180,386	\$ 65,426,660
Accounts receivable	(Note 3)	8,925,705	6,145,802
Investments	(Note 4)	34,193,566	31,559,740
Other jurisdictions debt receivable	(Note 12)	60,630,952	64,943,861
Other assets	(Note 5)	579,903	94,229
		<u>188,510,512</u>	<u>168,170,292</u>
Financial Liabilities			
Short-term loans	(Note 6)	277,473	371,107
Accounts payable	(Note 7)	7,534,004	6,294,470
Other liabilities	(Note 8)	4,433,281	4,529,854
Unfunded liabilities	(Note 9)	15,088,181	12,797,451
Deferred revenue	(Note 10)	30,321,851	22,453,326
Long-term debt	(Note 11)	95,489,278	84,448,850
		<u>153,144,068</u>	<u>130,895,058</u>
Net Financial Assets		<u>\$ 35,366,444</u>	<u>\$ 37,275,234</u>
Non-financial Assets			
Tangible capital assets	(Note 13)	211,111,824	198,227,258
Prepaid expenses		1,896,230	1,414,768
Inventories		47,831	43,399
		<u>213,055,885</u>	<u>199,685,425</u>
Accumulated Surplus	(Note 14)	<u>\$ 248,422,329</u>	<u>\$ 236,960,659</u>
Contingent Liabilities (Note 21)			

APPROVED:



W. Idema, CPA, CGA
Director of Finance

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2017

	<u>Budget</u> (Note 17)	<u>2017</u>	<u>2016</u>
Revenue			
Property taxes	\$ 48,026,015	\$ 48,026,015	\$ 45,498,181
Operating revenues	22,075,578	24,712,090	22,975,645
Grant revenues	12,491,811	9,287,684	15,735,117
Developer contributions	4,718,595	2,535,951	3,162,137
Other	2,127,254	1,186,434	918,080
Interest on investments	150,000	877,722	924,812
Grants in lieu of taxes	149,290	197,398	319,413
MFA debt surplus refunds	-	-	5,118
	<u>89,738,543</u>	<u>86,823,294</u>	<u>89,538,503</u>
Expenses			
General Government	3,216,261	3,761,080	2,734,694
Strategic & Community Development	4,118,439	3,304,814	3,481,604
Wastewater & Solid Waste Management	21,239,544	26,217,493	22,796,558
Water, Sewer & Street lighting	4,780,476	5,566,153	5,484,414
Public Transportation	20,729,762	19,601,485	19,218,611
Protective Services	4,855,364	5,471,779	4,708,898
Parks, Recreation & Culture	10,639,435	11,438,820	10,639,364
	<u>69,579,281</u>	<u>75,361,624</u>	<u>69,064,143</u>
Surplus for the year	\$ 20,159,262	\$ 11,461,670	\$ 20,474,360
Accumulated surplus, Beginning of the year	236,960,659	236,960,659	216,486,299
Accumulated surplus, End of the year (Note 14)	\$ 257,119,921	\$ 248,422,329	\$ 236,960,659

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Budget</u> (Note 17)	<u>2017</u>	<u>2016</u>
Surplus for the year	\$ 20,159,262	\$ 11,461,670	\$ 20,474,360
Acquisition of tangible capital assets	(65,901,871)	(20,700,693)	(27,275,629)
Amortization of tangible capital assets	-	7,216,168	6,846,859
Proceeds on disposal of tangible capital assets	-	444,701	413,977
Loss (Gain) on disposal of tangible capital assets	-	155,258	(43,204)
Change in prepaid expenses	-	(481,462)	(553,338)
Change in inventories	-	(4,432)	(2,632)
Increase (decrease) in Net Financial Assets	(45,742,609)	(1,908,790)	(139,607)
Net Financial Assets, Beginning of the year	37,275,234	37,275,234	37,414,841
Net Financial Assets, End of the year (Pg. 3)	<u>\$ (8,467,375)</u>	<u>\$ 35,366,444</u>	<u>\$ 37,275,234</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
Operating Transactions		
Surplus for the year	\$ 11,461,670	\$ 20,474,360
Non-cash items included in surplus		
Amortization of tangible capital assets	7,216,168	6,846,859
Contributed tangible capital assets	(2,266,000)	(1,867,000)
Loss (Gain) on disposal of tangible capital assets	155,258	(43,204)
Debt actuarial adjustments	(347,372)	(310,997)
Change in non-cash working capital balances related to operations		
Increase in accounts receivable	(2,779,902)	(1,090,735)
Increase in other assets	(485,674)	(71,090)
Increase in accounts payable	1,239,534	264,462
Increase in deferred revenues	7,868,525	2,076,935
(Decrease) Increase in other liabilities	(96,573)	107,535
Increase in prepaid expenses	(481,462)	(553,338)
Increase in inventory	(4,432)	(2,632)
Increase in unfunded liabilities	2,290,730	230,538
Cash provided by operating transactions	<u>23,770,470</u>	26,061,693
Capital Transactions		
Acquisition of tangible capital assets	(18,434,693)	(25,408,629)
Proceeds on disposal of tangible capital assets	444,701	413,977
Cash used in capital transactions	<u>(17,989,992)</u>	(24,994,652)
Investment Transactions		
Cash provided by (used in) investment transactions	<u>(2,633,826)</u>	(5,426,474)
Financing Transactions		
Short and long term debt issued	16,779,875	6,309,389
Decrease in capital lease obligation	-	(211,229)
Repayment of short and long-term debt	(1,172,801)	(899,990)
Cash provided by financing transactions	<u>15,607,074</u>	5,198,170
Net change in cash and short-term deposits	18,753,726	838,737
Cash and short-term deposits, Beginning of the year	<u>65,426,660</u>	<u>64,587,923</u>
Cash and short-term deposits, End of the year (Pg. 3)	(Note 2) <u>\$ 84,180,386</u>	<u>\$ 65,426,660</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Principles of Consolidation

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

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

The consolidated financial statements include the Regional District of Nanaimo's proportionate share of the Arrowsmith Water Service (a joint venture agreement with the City of Parksville and Town of Qualicum Beach) and the Englishman River Water Service (a joint venture agreement with the City of Parksville). The Regional District's share of the joint ventures is accounted for on a proportionate basis as follows:

Arrowsmith Water Service	22.4%
Englishman River Water Service	26.0%

Any inter-entity transactions are eliminated on consolidation.

(b) Short-term deposits

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

(c) Long-term investments

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

(d) Non-Financial Assets

i. Tangible capital assets

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

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

ii. Contributions of tangible capital assets

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

iii. Inventories

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

(e) Debt servicing cost

Interest is recorded on an accrual basis.

(f) Financial Instruments

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

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(g) Revenue recognition

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

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

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

(h) Expense recognition

Operating expenses are recorded on an accrual basis.

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

(i) Contingent liabilities

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

(j) Use of Estimates

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

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(k) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Regional District is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2017.

At each financial reporting date, the Regional District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Regional District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

(l) Recent accounting pronouncements

PS 2200 Related Party Disclosures

In March 2015, as part of the CPA Canada Public Sector Accounting Handbook Revisions Release No. 42, the Public Sector Accounting Board (PSAB) issued a new standard, PS 2200 Related Party Disclosures.

This new Section defines related party and established disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

This section is effective for fiscal years beginning on or after April 1, 2017. Early adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3210 Assets

In June 2015, new PS 3210 Assets was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section provides guidance for applying the definition of assets set out in PS 1000 Financial Statement Concepts. The main features of this standard are as follows:

Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.

The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.

An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3320 Contingent Assets

In June 2015, new PS 3320 Contingent Assets was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.

Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.

Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the basis for any estimates of extent made.

When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3380 Contractual Rights

In June 2015, new PS 3380 Contractual Rights was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). This new Section establishes disclosure standards on contractual rights and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Standard are as follows:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.

Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

Disclosures should include descriptions about nature, extent, and timing.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3430 Restructuring Transactions

In June 2015, new PS 3430 Restructuring Transactions was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on restructuring transactions. The main features of this Standard are as follows:

A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.

A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.

Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.

The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.

Restructuring-related costs are recognized as expenses when incurred.

Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.

The financial position and results of operations prior to the restructuring date are not restated.

Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

The Section is effective for new restructuring transactions that occur in fiscal periods beginning on or after April 1, 2018. Earlier application is encouraged.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

PS 3420 Inter-entity Transactions

In March 2015, the Public Sector Accounting Board (PSAB) issued new PS 3420 *Inter-entity Transactions*.

The new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

The main features of the new Section are:

- i. Under a policy of cost allocation, revenues and expenses are recognized on a gross basis.
- ii. Transactions are measured at the carrying amount, except in specific circumstances.
- iii. A recipient may choose to recognize unallocated costs for the provision of goods and services and measure them at the carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice.
- iv. The transfer of an asset or liability for nominal or no consideration is measured by the provider at the carrying amount and by the recipient at the carrying amount or fair value.
- v. Inter-entity transactions are considered in conjunction with PS 2200 *Related Party Disclosures*.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

2. CASH AND SHORT-TERM DEPOSITS

In 2017, all cash and short-term deposits were held by the General Revenue Fund including \$37,468,755 held by the Municipal Finance Authority. Interest income has been allocated to restricted receipt accounts (development cost charges), reserve accounts/funds and unexpended loan proceeds for capital projects based on the relative equity.

3. ACCOUNTS RECEIVABLE

	<u>2017</u>	<u>2016</u>
Province of British Columbia	\$ 122,750	\$ 10,917
Government of Canada	680,614	480,916
Regional and local governments	654,769	299,688
Gas Tax Revenue Transfer program	-	1,966,894
Clean Water/ Wastewater Revenue Transfer Program	482,502	-
BC Transit Annual Operating Agreement	1,001,008	1,049,568
Accrued investment interest	240,029	92,658
Solid Waste commercial accounts	897,589	559,942
Utility services customers	409,862	431,533
Developer DCC instalments	199,804	183,967
Developer DCC contributions - Bowser Sewer Project	2,634,912	-
Other trade receivables	1,601,866	1,069,719
	<u>\$ 8,925,705</u>	<u>\$ 6,145,802</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

4. INVESTMENTS

	<u>2017</u>	<u>2016</u>
Investments at cost less amortized premium	\$ <u>34,193,566</u>	\$ <u>31,559,740</u>

As at December 31, 2017, the following investments were held by the Regional District:

Investment	Amortized Purchase Price	Accrued Interest	Total Book Value	Market Value at December 31, 2017
BNS 2.05% deposit note	\$ 5,076,500	\$ 7,128	\$ 5,083,628	\$ 5,076,500
TD 1.78% deposit note	5,000,000	38,282	5,038,282	5,038,282
CCCU 2.05% deposit note	3,105,295	7,606	3,112,901	3,105,295
BMO 3.30% coupon note	3,000,000	13,678	3,013,678	2,982,928
CCAP 1.50% deposit note	2,966,649	44,546	3,011,195	2,966,649
BMO 1.50% extendible note	2,802,000	8,107	2,810,107	2,810,107
BMO 1.60% extendible note	2,050,000	6,380	2,056,380	2,000,749
BMO 2.00% extendible note	2,000,000	1,767	2,001,767	1,937,241
TD 2.00% extendible note	2,000,000	15,233	2,015,233	2,016,019
BMO 2.10% extendible note	1,515,000	6,724	1,521,724	1,513,566
TD 2.00% extendible note	1,500,000	7,069	1,507,069	1,509,543
CCAP 2.20% deposit note	995,000	6,057	1,001,057	995,000
CCAP 2.20% deposit note	995,000	5,817	1,000,817	995,000
CCAP 2.20% deposit note	995,000	5,577	1,000,577	995,000
TD 1.00% deposit note	193,122	-	193,122	193,122
	<u>\$ 34,193,566</u>	<u>\$ 173,971</u>	<u>\$ 34,367,537</u>	<u>\$ 34,135,002</u>

5. OTHER ASSETS

	<u>2017</u>	<u>2016</u>
Security deposits for building or development permit applications	\$ <u>579,903</u>	\$ <u>94,229</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

6. SHORT-TERM LOANS

During 2017, the Regional District entered into one additional short-term loan agreement totalling \$75,000 with the Municipal Finance Authority. In 2017, principal payments of \$168,634 were made. The maturity dates of the loans range between 1 to 5 years. The interest rates for these loans are variable, which at December 31 was 1.94%.

	<u>2017</u>	<u>2016</u>
Compactor	\$ 43,121	\$ 168,917
Land - Community Parks EA B	150,400	188,000
Trailer and Kubota	8,952	14,190
Land - Community Parks EA F	75,000	-
	<u>\$ 277,473</u>	<u>\$ 371,107</u>

Short-term loan payments for the next five years are:

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>TOTAL</u>
\$101,006	\$56,267	\$52,600	52,600	\$15,000	<u>\$277,473</u>

7. ACCOUNTS PAYABLE

	<u>2017</u>	<u>2016</u>
Payable to Federal Government	\$ 198,935	\$ 184,852
Payable to Provincial Government	785,638	649,643
Payable to other local governments	1,119,919	344,667
Trade and other payables	5,429,512	5,115,308
	<u>\$ 7,534,004</u>	<u>\$ 6,294,470</u>

8. OTHER LIABILITIES

	<u>2017</u>	<u>2016</u>
Wages and benefits payable	\$ 1,711,006	\$ 1,415,977
Retirement benefits payable - see note 9(a) i	2,243,138	2,429,167
Other benefits payable	-	281,437
Permit deposits	479,137	403,273
	<u>\$ 4,433,281</u>	<u>\$ 4,529,854</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

9. UNFUNDED LIABILITIES

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

(a) Employee Benefits

- i. Retirement Benefits - The Regional District provides vested sick leave benefits to its employees who retire where they can qualify for a one time payout of up to 60 days of their accumulated unused sick leave. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on service. The actuarial valuation was calculated at December 31, 2017.

The accrued post-employment benefits are as follows:

	<u>2017</u>	<u>2016</u>
Balance, beginning of year	\$ 1,777,474	\$ 1,789,202
Current service costs	149,400	146,529
Benefits paid	(156,899)	(181,278)
Interest cost	54,096	50,889
Amortization of Net Actuarial Loss/ (Gain)	(26,222)	(27,868)
Balance, end of year	<u>\$ 1,797,849</u>	<u>\$ 1,777,474</u>

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

	<u>2017</u>	<u>2016</u>
Discount Rate	2.90%	3.30%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

	<u>2017</u>	<u>2016</u>
Retirement benefits payable - balance reported in Note 8	\$ 2,243,138	\$ 2,429,167
Consolidation adjustment for actuarial valuation	(445,289)	(651,693)
Accrued benefit balance, end of year	<u>\$ 1,797,849</u>	<u>\$ 1,777,474</u>

- ii. Other – Includes vacation pay adjustments and statutory and other benefits provided for in the collective agreement and which are paid in the normal course of business in the following year. The vacation pay liability at December 31, 2017 is \$109,294 (2016, \$112,303). The statutory benefits liability at December 31, 2017 is \$144,842 (2016, \$145,318).

(b) Landfill Closure and Post Closure Maintenance Costs

In accordance with PS 3270, liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill Closure costs include placing a permanent cover over the face of the landfill. Post Closure Maintenance costs include landfill gas monitoring, leachate collection system operation and general site maintenance for a period of 200 years after the landfill is permanently closed.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

9. UNFUNDED LIABILITIES (CONTINUED)

i. Landfill Closure costs - are estimated based on the open area of the remaining unused capacity of the landfill site. In 2009, a revised design and operations plan was approved for the landfill which provides additional airspace for future needs. This plan extended the estimated life of the landfill to 2030 which has since been updated to 2036 based on most recent usage data. The plan includes remediation and reuse of previously filled areas as well as extending perimeter berms for the development of new airspace.

At December 31, 2017, there were approximately 1,617,463 cubic meters of airspace available for waste and daily cover. Landfill Closure costs are estimated at \$9,677,527 (2016, \$8,721,122). As at December 31, 2017, \$1,843,650 (2016, \$1,775,783) has been set aside in reserves for this purpose. The balance of Landfill Closure costs are expected to be funded by a combination of future reserve account contributions, operating budgets and/or borrowing.

ii. Post Closure Maintenance costs – are costs estimated to manage the closed landfill for a statutory period of 200 years (increased from 25 years in 2015). Post Closure Maintenance costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual maintenance costs and a present value discount rate which is the difference between the long-term MFA borrowing rate and the 5 year average Consumer Price Index. The current estimate for annual Post Closure Maintenance costs are \$575,000 for year 1-5; \$475,000 for year 6-10; \$275,000 for year 11-25; and \$100,000 for year 26-200. Total Post Closure Maintenance costs are estimated to be \$5,601,807 (2016, \$4,470,400) based on 66% of the total landfill capacity being filled at this date, a 19 year lifespan to 2036, final closure in 2037, and a discount rate of 1.67%. Post Closure Maintenance costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

<u>Unfunded Liability Balances</u>	<u>2017</u>	<u>2016</u>
Employee Retirement Benefits	\$ (445,289)	\$ (651,693)
Employee Other Benefits	\$254,136	\$257,622
Landfill Closure Costs	9,677,527	8,721,122
Post Closure Maintenance Costs	5,601,807	4,470,400
Unfunded Liability	<u>\$ 15,088,181</u>	<u>\$ 12,797,451</u>
Reserves On Hand	<u>\$ 1,843,676</u>	<u>\$ 1,494,261</u>

10. DEFERRED REVENUE

	<u>2017</u>	<u>2016</u>
Parkland Cash-in-Lieu receipts	\$ 1,658,185	\$ 1,716,243
Development Cost Charges	17,424,967	12,070,854
Subtotal (Pg. 35)	<u>19,083,152</u>	<u>13,787,097</u>
Gas Tax Revenue Transfer program – Community Works Fund	8,310,258	8,097,324
Clean Water/ Wastewater Revenue Transfer program	2,414,272	-
General Revenue Fund	514,169	568,905
	<u>\$ 30,321,851</u>	<u>\$ 22,453,326</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

10. DEFERRED REVENUE (CONTINUED)

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

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

Community Works Fund - is a component of the federal government's "Investing in Canada Program" which was established to transfer a portion of gas tax revenues to local governments to address infrastructure deficits. Additional information on the Regional District of Nanaimo's use of the Community Works Fund grants is included in the schedule on Pg. 36.

11. LONG-TERM DEBT

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

Details of long-term debt, including debt issue numbers, maturity dates, interest rates and outstanding amounts, are summarized in the Schedule of Long-Term Debt on pages 29 to 32.

	<u>2017</u>	<u>2016</u>
Long-Term debt - Regional District services	\$ 34,858,326	\$ 19,504,989
Vancouver Island Regional Library	14,785,940	15,192,042
Member municipalities	45,845,012	49,751,819
Total Long-Term Debt	<u>\$ 95,489,278</u>	<u>\$ 84,448,850</u>

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

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>TOTAL</u>
	\$1,975,339	\$1,932,887	\$1,928,850	\$1,928,963	\$1,860,693	<u>\$9,626,732</u>

12. OTHER JURISDICTIONS DEBT RECEIVABLE

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

	<u>2017</u>	<u>2016</u>
Town of Qualicum Beach	\$ 3,703,491	\$ 4,166,428
City of Parksville	1,258,210	1,660,091
City of Nanaimo	40,883,311	43,925,300
Vancouver Island Regional Library	14,785,940	15,192,042
	<u>\$ 60,630,952</u>	<u>\$ 64,943,861</u>

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

13. TANGIBLE CAPITAL ASSETS

Net Book Value	<u>2017</u>	<u>2016</u>
Land	\$ 42,610,826	\$ 40,194,826
Land improvements	11,191,795	5,625,050
Buildings	31,821,555	32,623,629
Engineered structures	97,312,780	99,823,719
Equipment, furniture and vehicles	8,415,197	8,775,919
Assets under construction	19,759,671	11,184,115
	<u>\$ 211,111,824</u>	<u>\$ 198,227,258</u>

In 2017, parkland dedications valued at \$2,266,000 were accepted and recorded as contributed assets. During 2016, parkland dedications and a wharf on Gabriola Island valued at \$1,867,000 were accepted and recorded as contributed assets.

The Consolidated Schedule of Tangible Capital Assets (Pg. 28) provides details of acquisitions, disposals and amortization for the year.

14. ACCUMULATED SURPLUS

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

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

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

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

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

14. ACCUMULATED SURPLUS (CONTINUED)

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

	<u>2017</u>	<u>2016</u>
Surplus		
General Revenue Fund - Unappropriated Surplus	\$ 12,297,424	\$ 12,328,194
General Revenue Fund - Appropriated Surplus	3,906,208	-
General Revenue Fund - Total Operating Surplus (Note 15)	<u>16,203,632</u>	<u>12,328,194</u>
Net investment in Tangible capital assets (Note 16)	175,976,025	178,351,162
Capital Fund advances	4,779,379	(97,812)
Unfunded liabilities	<u>(15,088,181)</u>	<u>(12,797,451)</u>
	<u>181,870,855</u>	<u>177,784,093</u>
General Revenue Fund - Reserves Accounts		
Landfill closure	1,843,650	1,775,783
Property insurance deductible-fire departments	31,010	31,240
Liability insurance deductible	153,187	151,675
Regional Sustainability Initiatives	12,467	22,275
Island Corridor Foundation	-	799,000
Dashwood Fire	453	7,516
San Pareil Boundary Amendment	10,097	10,000
Regional parks and trails donations	57,921	57,174
Vehicle fleet replacement (various departments)	<u>1,007,139</u>	<u>1,097,949</u>
	<u>3,115,924</u>	<u>3,952,612</u>
Restricted Reserve Funds (Pg. 34)	63,435,550	55,223,954
Total Reserves	<u>66,551,474</u>	<u>59,176,566</u>
Accumulated Surplus (Pg. 3)	<u>\$ 248,422,329</u>	<u>\$ 236,960,659</u>

15. CONSOLIDATION ADJUSTMENTS

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

	<u>2017</u>	<u>2016</u>
Net Operating Surplus (Pg. 37)	\$ 16,053,022	\$ 12,163,068
Add: Water User Fee Revenue year end accrual (billed May 2017)	150,610	165,126
Net Operating Surplus adjusted for statement presentation (Note 14)	<u>\$ 16,203,632</u>	<u>\$ 12,328,194</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

16. NET INVESTMENT IN TANGIBLE CAPITAL ASSETS

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

	<u>2017</u>	<u>2016</u>
Tangible capital assets (Pg. 3)	\$ 211,111,824	\$ 198,227,258
Short-term loans (Pg. 3)	(277,473)	(371,107)
Long-term debt - Regional District only (Note 11)	(34,858,326)	(19,504,989)
Net investment in Tangible capital assets (Note 14)	<u>\$ 175,976,025</u>	<u>\$ 178,351,162</u>

17. BUDGET FIGURES

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 28, 2017. The financial plan includes capital expenses but does not include amortization expense. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The following reconciliation of the budgeted "Surplus for the year" shown on Pg. 4 is provided to show which items must be added or removed to reflect to the budgeted financial plan values which are shown compared to actual expenses on Pg. 36 (General Revenue Fund Schedule of Revenue and Expenses).

	<u>2017 Budget</u>
Budgeted Surplus for the year (Pg. 4)	\$ 20,159,262
Add:	
Transfers from reserves	31,936,392
Proceeds of borrowing	19,144,870
Prior year operating surplus	12,163,067
Less:	
Capital expenses	(65,901,871)
Prior Year consolidation adjustments	
Debt principal repayments/actuarial adjustments	
Budgeted principal payments	\$ 4,371,769
Add: Actuarial Adjustments	347,372
Less: Principal payments for member municipalities	<u>(3,187,018)</u>
Transfer to reserves	<u>(8,369,629)</u>
Consolidated Budgeted Surplus, per Regional District of Nanaimo Financial Plan Bylaw No.1755 (Pg. 37)	<u>\$ 7,599,968</u>

18. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS

The Regional District secures its long-term borrowing through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2017, the Regional District had debt reserve funds of \$535,176 (2016, \$360,247).

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

19. NORTH ISLAND 9-1-1 CORPORATION

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

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

The Regional District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS 3060.06). The Regional District's share of the corporation is equal to 23.8% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

20. PENSION LIABILITY

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer contributory pension plan. Basic pension benefits are based on a formula. As at December 31, 2016, the plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from the local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan was at December 31, 2015, indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Regional District of Nanaimo paid \$2,036,380 (2016, \$1,947,226) for employer contributions to the Plan in fiscal 2017.

	<u>2017</u>	<u>2016</u>
Employer Portion	\$ 2,036,380	\$ 1,947,226
Employee Portion	<u>1,782,863</u>	<u>1,701,930</u>
	<u>\$ 3,819,243</u>	<u>\$ 3,649,156</u>

21. CONTINGENT LIABILITIES

Contingent liabilities are recognized by the Regional District in accordance with PS 3300.15. As at December 31, 2017, there were outstanding claims against the Regional District, however, no liability has been accrued because amounts are undeterminable and the likelihood of the Regional District having to make payment is uncertain.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

22. ENVIRONMENTAL REGULATIONS

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

23. EXPENSES BY OBJECT

	<u>Budget</u>	<u>2017</u>	<u>2016</u>
Operating goods and services	\$ 35,659,503	\$ 34,896,300	\$ 31,956,377
Wages and benefits	32,666,102	29,704,749	29,012,116
Debt interest	1,253,676	1,253,676	1,018,253
Amortization expense	-	7,216,168	6,846,859
Unfunded expenditures (Note 9)	-	2,290,731	230,538
Total Expenditures by Object	\$ <u>69,579,281</u>	\$ <u>75,361,624</u>	\$ <u>69,064,143</u>

24. ARROWSMITH WATER SERVICE AND ENGLISHMAN RIVER WATER SERVICE JOINT VENTURES

The Arrowsmith Water Service (AWS) was formed in 1996 as a joint venture between the Regional District of Nanaimo, the City of Parksville and the Town of Qualicum Beach. The AWS was established to develop a bulk water supply available to the participants in the service and to construct the Arrowsmith Dam as a first step in that development as well as to provide for protection of the fisheries habitat of the Englishman River.

The Englishman River Water Service (ERWS) is a joint venture between the City of Parksville and the Regional District of Nanaimo, formed to secure a bulk water supply from the Englishman River. This regional partnership supplements existing well supply sources owned and operated by the City of Parksville and Nanoose Bay Peninsula Water Service Area. The ERWS development plan includes a new river water supply intake, new water treatment plant and distribution system.

Financial results and budget for the joint ventures are consolidated in the Regional District of Nanaimo's financial statements proportionately based on the joint venture agreements: 22.4% of the Arrowsmith Water Service and 26% of the Englishman River Water Service.

The following table summarizes the financial statements of the two joint ventures.

	Arrowsmith Water Service <u>2017</u>	Englishman River Water Service <u>2017</u>
Financial assets	\$ 339,630	\$ 5,449,669
Non-financial assets	6,457,416	20,716,122
Accumulated surplus	<u>6,797,046</u>	<u>26,165,791</u>
Revenues		
Joint venturer contributions	\$ 134,767	\$ 13,624,920
Capital grant	-	6,464,168
	<u>134,767</u>	<u>20,089,088</u>
Expenses		
Operating	104,767	6,470
Annual surplus (deficit)	\$ <u>30,000</u>	\$ <u>20,082,618</u>

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

25. CONTAMINATED SITES

At the reporting date, only one site was identified as potentially contaminated due to past industrial use at this site and on the neighbouring property; these findings remain unchanged from the December 31, 2015 year end. For this site there is insufficient information to determine whether contamination exceeding the relevant environmental standard is likely to exist, or whether remediation is required. The future cost and responsibility for remediation of this site is not currently determinable.

26. COMPARATIVE FIGURES

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

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED SCHEDULE OF REVENUE AND EXPENSES BY SEGMENT
as at December 31, 2017

PS2700 requires that governments define and disclose additional information related to its activities, by segment. Regional Districts are required by the Local Government Act to charge or allocate all expenses directly or reasonably attributable to a service, to that service. The information in these financial statements conforms in all respects to the requirements of the Local Government Act.

For the purposes of PS2700 the segmented information above corresponds to the classification of expenses shown on the Consolidated Statement of Operations. The expense classifications on the Consolidated Statement of Operations represent the major activities provided by the Regional District of Nanaimo.

The following activities are included in the segments shown on Pg. 26:

General Government includes overall administration, legislative services including elections and feasibility studies. These services are paid for by multiple member jurisdictions of the Regional District and affect most taxpayers residing in the Regional District of Nanaimo. Schedule A on Pg. 39 of this report provides additional details with respect to revenues and expenditures for services falling under General Government.

Planning & Development includes community and regional land use planning, house numbering and building inspection. Planning & Development services are largely paid for by Electoral Areas of the Regional District of Nanaimo. Schedules B and B-1 on Pgs. 40-41 of this report provide additional details with respect to revenues and expenditures for each of these services.

Wastewater & Solid Waste includes sewage treatment plants and solid waste disposal activities, including programs for garbage collection and recycling. The Regional District operates two treatment plants in both the northern and southern portions of the Regional District. A solid waste landfill and transfer station are funded at a regional level, with garbage collection & recycling services provided in areas outside of the City of Nanaimo. Detailed revenue and expenditure information on wastewater treatment plants is found on Schedule C-1, Pg. 43 of this report. Detailed revenue and expenditure information on solid waste management is found on Schedule C, Pg. 42.

Water, Sewer & Street lighting includes neighbourhood water supply, sewage collection systems and street lights. Only taxpayers within these areas pay for the service. Detailed revenue and expenditure information on these services can be found on Schedules C-2, C-3 and C-4 (Pgs. 44-46) of this report.

Public Transportation includes conventional and HandyDart bus service. Public transit services are available to the City of Nanaimo, City of Parksville, Town of Qualicum Beach, Electoral Area G and portions of Electoral Areas A, E and C. Detailed revenue and expenditure information on transportation services is found on Schedule E, Pg. 49 of this report.

Protective Services includes volunteer and contract fire protection services, emergency planning, bylaw enforcement and the Regional District's participation in E911 services. Detailed revenue and expenditure information on protective services is found on Schedules E-1 and E-2, Pgs. 50-51 of this report.

Parks, Recreation & Culture includes operations and development of community and regional parks, provision of recreation programming, operation of a multiplex arena and aquatic centre and includes some services provided by agreement with municipalities within the Regional District of Nanaimo. Detailed revenue and expenditure information on parks, recreation & culture services is found on Schedules D and D-1, Pgs. 47-48 of this report.

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED SCHEDULE OF REVENUE AND EXPENSES BY SEGMENT
as at December 31, 2017

	General Government	Planning & Development	Wastewater & Solid Waste	Water, Sewer & Street lighting	Public Transportation	Protective Services	Parks, Recreation & Culture	2017 Total	2016 Total
Revenues									
Property taxes	\$ 1,848,448	\$ 2,279,592	\$ 13,257,879	\$ 4,721,047	\$ 10,059,399	\$ 5,389,851	\$ 10,469,799	\$ 48,026,015	\$ 45,498,181
Operating revenues	-	1,658,064	14,832,546	1,533,423	4,613,062	320,412	1,754,583	24,712,090	22,975,645
Grant revenues	490,057	109,992	732,834	1,317,404	5,647,224	-	990,173	9,287,684	15,735,117
Developer contributions	130,718	-	96,142	33,891	-	-	2,275,200	2,535,951	3,162,137
Other	199,659	11,865	345,991	191,922	17,003	256,459	163,535	1,186,434	923,198
Interest on investments	301,018	8,561	378,402	49,206	39,026	38,410	63,099	877,722	924,812
Grants in lieu	77,470	5,876	51,372	66	43,306	12,375	6,933	197,398	319,413
	<u>3,047,370</u>	<u>4,073,950</u>	<u>29,695,166</u>	<u>7,846,959</u>	<u>20,419,020</u>	<u>6,017,507</u>	<u>15,723,322</u>	86,823,294	89,538,503
Expenses									
Operating goods & services	(992,070)	1,101,648	13,676,468	2,843,012	8,611,633	4,107,260	5,548,349	34,896,300	31,956,377
Wages and benefits	4,197,736	2,184,435	5,979,112	1,531,255	10,645,741	688,353	4,478,117	29,704,749	29,012,116
Debt interest	-	-	368,630	310,292	-	168,065	406,689	1,253,676	1,018,253
Amortization expense	352,495	18,731	4,105,471	881,594	344,111	508,101	1,005,665	7,216,168	6,846,859
Unfunded expenses	202,919	-	2,087,812	-	-	-	-	2,290,731	230,538
	<u>3,761,080</u>	<u>3,304,814</u>	<u>26,217,493</u>	<u>5,566,153</u>	<u>19,601,485</u>	<u>5,471,779</u>	<u>11,438,820</u>	75,361,624	69,064,143
Surplus for the year	<u>\$ (713,710)</u>	<u>\$ 769,136</u>	<u>\$ 3,477,673</u>	<u>\$ 2,280,806</u>	<u>\$ 817,535</u>	<u>\$ 545,728</u>	<u>\$ 4,284,502</u>	\$ 11,461,670	\$ 20,474,360

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED SCHEDULE OF REVENUE AND EXPENSES BY SEGMENT
as at December 31, 2016

	General Government	Planning & Development	Wastewater & Solid Waste	Water, Sewer & Street lighting	Public Transportation	Protective Services	Parks, Recreation & Culture	2016 Total	2015 Total
Revenues									
Property taxes	\$ 1,631,088	\$ 2,177,613	\$ 11,946,073	\$ 4,429,388	\$ 9,693,968	\$ 4,918,301	\$ 10,701,750	\$ 45,498,181	\$ 43,103,564
Operating revenues	-	1,371,068	13,841,601	1,496,210	4,519,347	54,095	1,693,324	22,975,645	21,339,433
Grant revenues	536,459	191,645	6,306,355	249,634	5,619,280	(635)	2,832,379	15,735,117	6,740,947
Developer contributions	-	-	1,242,235	52,902	100,000	-	1,767,000	3,162,137	2,330,833
Other	247,985	3,273	41,615	169,963	265,190	43,875	151,297	923,198	1,280,487
Interest on investments	236,733	10,758	462,664	57,972	44,687	47,520	64,478	924,812	1,140,991
Grants in lieu	69,394	7,903	95,351	73	111,541	12,912	22,239	319,413	309,109
	<u>2,721,659</u>	<u>3,762,260</u>	<u>33,935,894</u>	<u>6,456,142</u>	<u>20,354,013</u>	<u>5,076,068</u>	<u>17,232,467</u>	89,538,503	76,245,364
Expenses									
Operating goods & services	(1,888,767)	1,502,697	13,214,035	2,774,725	7,844,005	3,670,127	4,839,555	31,956,377	30,566,062
Wages and benefits	4,059,482	1,957,213	5,647,054	1,530,178	11,036,728	385,624	4,395,837	29,012,116	28,219,036
Debt interest	-	-	91,396	300,843	-	167,777	458,237	1,018,253	1,155,957
Amortization expense	354,588	21,694	3,822,926	878,668	337,878	485,370	945,735	6,846,859	6,745,606
Unfunded expenses	209,391	-	21,147	-	-	-	-	230,538	568,647
	<u>2,734,694</u>	<u>3,481,604</u>	<u>22,796,558</u>	<u>5,484,414</u>	<u>19,218,611</u>	<u>4,708,898</u>	<u>10,639,364</u>	69,064,143	67,255,308
Surplus for the year	<u>\$ (13,035)</u>	<u>\$ 280,656</u>	<u>\$ 11,139,336</u>	<u>\$ 971,728</u>	<u>\$ 1,135,402</u>	<u>\$ 367,170</u>	<u>\$ 6,593,103</u>	\$ 20,474,360	\$ 8,990,056

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
AS AT DECEMBER 31, 2017

	Land	Land Improvements	Buildings	Engineered Structures	Equipment, Furniture & Vehicles	Assets Under Construction	Total 2017	Total 2016
COST								
Balance, beginning of year	\$ 40,194,826	\$ 7,756,258	\$ 51,221,341	\$ 159,050,600	\$ 23,692,682	\$ 11,184,115	\$ 293,099,822	\$ 266,501,557
Add:								
Additions	2,416,000	5,923,198	812,211	1,270,068	1,703,660	8,575,556	20,700,693	27,275,629
Less:								
Disposals	-	-	-	-	821,780	-	821,780	677,364
Balance, end of year	42,610,826	13,679,456	52,033,552	160,320,668	24,574,562	19,759,671	312,978,735	293,099,822
ACCUMULATED AMORTIZATION								
Balance, beginning of year	\$ -	\$ 2,131,208	\$ 18,622,462	\$ 59,226,881	\$ 14,892,011	\$ -	\$ 94,872,562	\$ 88,332,298
Add:								
Amortization	-	356,453	1,589,535	3,781,007	1,489,173	-	7,216,168	6,846,859
Less:								
Accumulated amortization on disposals	-	-	-	-	221,819	-	221,819	306,593
Balance, end of year	-	2,487,661	20,211,997	63,007,888	16,159,365	-	101,866,911	94,872,564
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS								
	\$ 42,610,826	\$ 11,191,795	\$ 31,821,555	\$ 97,312,780	\$ 8,415,197	\$ 19,759,671	\$ 211,111,824	\$ 198,227,258

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
LONG-TERM DEBT SUMMARY BY FUNCTION
DECEMBER 31, 2017**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
REGIONAL DISTRICT					
RAVENSONG AQUATIC CENTRE	611,532	313,224	-	-	\$ -
OCEANSIDE PLACE ARENA	4,314,003	3,954,686	3,580,996	3,192,358	2,788,175
REGIONAL PARKS	2,053,653	1,984,688	1,912,964	1,838,371	1,760,795
COMMUNITY PARKS	333,617	310,004	285,373	259,679	232,873
WASTEWATER MANAGEMENT				5,000,000	19,813,921
FIRE PROTECTION	1,656,878	4,352,441	4,160,535	4,189,644	3,994,473
SEWER SERVICES	1,915,450	1,822,604	1,956,994	1,848,406	1,735,515
WATER SUPPLY SERVICES	2,030,455	2,891,369	2,587,690	3,176,528	4,532,574
VANCOUVER ISLAND REGIONAL LIBRARY	<u>16,319,013</u>	<u>15,957,989</u>	<u>15,582,525</u>	<u>15,192,042</u>	<u>14,785,940</u>
TOTAL REGIONAL DISTRICT	29,234,601	31,587,005	30,067,078	34,697,031	49,644,266
MEMBER MUNICIPALITIES	<u>45,903,812</u>	<u>52,213,097</u>	<u>53,520,830</u>	<u>49,751,819</u>	<u>45,845,012</u>
TOTAL LONG-TERM DEBT (Pg. 3)	<u><u>75,138,413</u></u>	<u><u>83,800,102</u></u>	<u><u>83,587,908</u></u>	<u><u>84,448,850</u></u>	<u><u>\$ 95,489,278</u></u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2017**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2017 DEBT O/S	2016 DEBT O/S
OCEANSIDE PLACE ARENA								
	MFA 97	CDN	1365	Apr 19,2023	4.830	6,470,646	2,788,175	3,192,358
TOTAL OCEANSIDE PLACE ARENA						<u>6,470,646</u>	<u>2,788,175</u>	<u>3,192,358</u>
REGIONAL PARKS								
	MFA 126	CDN	1629	Sep 26,2033	3.850	2,053,653	1,760,795	1,838,371
TOTAL REGIONAL PARKS						<u>2,053,653</u>	<u>1,760,795</u>	<u>1,838,371</u>
COMMUNITY PARKS ELECTORAL AREA B								
	MFA 78	CDN	1299	Dec 03, 2022	2.250	100,000	34,741	40,729
	MFA 79	CDN	1303	Jun 03, 2023	5.250	80,000	32,583	37,145
	MFA 81	CDN	1304	Apr 22, 2024	4.900	80,000	37,145	41,490
	MFA 93	CDN	1305	Apr 06, 2025	5.100	80,000	36,891	41,001
	MFA 97	CDN	1306	Apr 19, 2026	4.660	80,000	43,768	47,745
	MFA 101	CDN	1307	Apr 11, 2027	2.250	80,000	47,745	51,569
TOTAL COMMUNITY PARKS						<u>500,000</u>	<u>232,873</u>	<u>259,679</u>
FIRE PROTECTION SERVICES								
MEADOWOOD FIRE								
	MFA 110	CDN	1587	Apr 08, 2030	4.500	1,773,410	1,303,033	1,378,388
NANAIMO RIVER FIRE								
	MFA 99	CDN	1488	Apr 19,2027	4.430	20,761	11,358	12,390
NANOOSE BAY FIRE								
	MFA 130	CDN	1617	Oct 14, 2034	3.000	2,790,000	2,497,528	2,598,866
COOMBS-HILLIERS FIRE								
	MFA 139	CDN	1538	Oct 5, 2026	2.100	200,000	182,554	200,000
TOTAL FIRE PROTECTION SERVICES						<u>4,784,171</u>	<u>3,994,473</u>	<u>4,189,644</u>
SEWER SERVICES								
BARCLAY CRESCENT SEWER								
	MFA 102	CDN	1486	Dec 01, 2027	4.820	895,781	534,615	577,431
CEDAR SEWER								
	MFA 106	CDN	1571	Oct 13, 2029	4.130	926,180	639,592	680,521
	MFA 106	CDN	1572	Oct 13, 2029	4.130	27,200	18,784	19,986
	MFA 106	CDN	1573	Oct 13, 2029	4.130	108,800	75,134	79,942
	MFA 106	CDN	1574	Oct 13, 2029	4.130	61,200	42,263	44,967
	MFA 110	CDN	1584	Apr 08, 2030	4.500	232,286	170,675	180,545
	MFA 117	CDN	1626	Oct 12, 2031	3.250	51,620	40,122	42,231
						1,407,286	986,570	1,048,192
HAWTHORNE RISE SEWER								
	MFA 131	CDN	1696	Apr 8, 2035	2.200	173,300	160,829	167,172
REID ROAD SEWER								
	MFA 133	CDN	1709	Oct 2, 2035	2.750	57,650	53,501	55,611
TOTAL SEWER SERVICES						<u>\$ 2,534,017</u>	<u>\$ 1,735,515</u>	<u>\$ 1,848,406</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2017

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2017 DEBT O/S	2016 DEBT O/S	
WATER - SAN PAREIL									
	MFA 81	CDN	1367	Apr 22, 2019	4.900	89,476	16,029	23,475	
	MFA 97	CDN	1395	Apr 19, 2021	4.660	40,000	13,059	16,016	
	MFA 106	CDN	1395	Oct 13, 2024	4.130	94,439	50,981	57,188	
	MFA 117	CDN	1395	Oct 12, 2026	3.250	49,056	32,806	35,786	
						<u>272,971</u>	<u>112,875</u>	<u>132,465</u>	
WATER - SAN PAREIL FIRE IMPROVEMENTS									
	MFA 127	CDN	1689	Apr 07, 2034	3.300	1,114,600	997,758	1,038,242	
						<u>1,114,600</u>	<u>997,758</u>	<u>1,038,242</u>	
WATER - DRIFTWOOD									
	MFA 80	CDN	1301	Oct 03, 2023	4.900	100,614	40,979	46,716	
						<u>100,614</u>	<u>40,979</u>	<u>46,716</u>	
WATER - MELROSE TERRACE									
	MFA 103	CDN	1539	Apr 23, 2018	4.650	14,349	1,701	3,337	
						<u>14,349</u>	<u>1,701</u>	<u>3,337</u>	
BULK WATER - FRENCH CREEK									
	MFA 69	CDN	1127	Sep 24, 2018	4.650	503,655	38,490	75,147	
						<u>503,655</u>	<u>38,490</u>	<u>75,147</u>	
BULK WATER - NANOOSE									
	MFA 69	CDN	1128	Sep 24, 2018	4.650	864,095	66,035	128,926	
	MFA 74	CDN	1226	Jun 01, 2021	5.900	2,195,223	624,621	762,639	
	MFA 80	CDN	1239	Oct 03, 2023	4.900	176,295	71,802	81,856	
	MFA 142	CDN	1242	Oct 04, 2037	3.150	168,875	168,875	-	
	MFA 142	CDN	1244	Oct 04, 2037	3.150	1,476,000	1,476,000	-	
						<u>4,880,488</u>	<u>2,407,333</u>	<u>973,421</u>	
NANOOSE BAY PENINSULA WATER									
	MFA 139	CDN	1723	Oct 05, 2036	2.100	350,000	336,975	350,000	
	MFA 139	CDN	1750	Oct 05, 2036	2.100	557,200	536,463	557,200	
						<u>907,200</u>	<u>873,438</u>	<u>907,200</u>	
WESTURNE HEIGHTS									
	MFA 142	CDN	1720	Oct 04, 2037	3.150	60,000	60,000	-	
						<u>60,000</u>	<u>60,000</u>		
	TOTAL WATER SUPPLY MANAGEMENT						<u>7,853,877</u>	<u>4,532,574</u>	<u>3,176,528</u>
WASTEWATER SERVICES									
SOUTHERN COMMUNITY WASTEWATER									
	MFA 139	CDN	1742	Oct 05, 2036	2.100	5,000,000	4,813,921	5,000,000	
	MFA 142	CDN	1762	Oct 04, 2037	3.150	15,000,000	15,000,000	-	
	TOTAL WASTEWATER MANAGEMENT						<u>20,000,000</u>	<u>19,813,921</u>	<u>5,000,000</u>
DEBT HELD FOR OTHER JURISDICTIONS									
VANCOUVER ISLAND REGIONAL LIBRARY									
	MFA 117	CDN	1634	Oct 12, 2041	3.250	8,000,000	7,053,867	7,227,411	
	MFA 126	CDN	1674	Sep 26, 2038	3.850	8,610,000	7,732,073	7,964,631	
	TOTAL - VANCOUVER ISLAND REGIONAL LIBRARY						<u>\$ 16,610,000</u>	<u>\$ 14,785,940</u>	<u>\$ 15,192,042</u>
TOTAL LONG-TERM DEBT - REGIONAL DISTRICT						<u>\$ 60,806,364</u>	<u>\$ 49,644,266</u>	<u>\$ 34,697,028</u>	

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2017**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2017 DEBT O/S	2016 DEBT O/S
CITY OF PARKSVILLE								
	MFA68	CDN	1109	Mar 24, 2018	4.650	1,200,000	91,706	179,045
	MFA69	CDN	1129	Sep 24, 2018	4.650	1,970,000	150,550	293,932
	MFA74	CDN	1227	Jun 01, 2021	5.900	290,000	82,516	100,748
	MFA75	CDN	1238	Dec 01, 2021	5.690	1,050,000	298,763	364,779
	MFA78	CDN	1283	Dec 03, 2022	2.250	765,000	265,767	311,574
	MFA93	CDN	1420	Apr 06, 2025	5.100	800,000	368,908	410,013
	TOTAL CITY OF PARKSVILLE					6,075,000	1,258,210	1,660,091
TOWN OF QUALICUM BEACH								
	MFA136	CDN	1729	Nov 30, 2025	2.750	4,629,364	3,703,491	4,166,428
	TOTAL TOWN OF QUALICUM BEACH					4,629,364	3,703,491	4,166,428
CITY OF NANAIMO								
	MFA72	CDN	1197	Jun 01, 2020	6.450	4,500,000	966,732	1,261,630
	MFA73	CDN	1219	Dec 01, 2020	6.360	4,100,000	880,801	1,149,486
	MFA99	CDN	1489	Oct 19, 2026	4.430	15,000,000	8,206,571	8,952,209
	MFA101	CDN	1489	Apr 11, 2027	2.250	15,000,000	8,952,209	9,669,168
	MFA 102	CDN	1530	Dec 01, 2027	2.250	3,750,000	2,238,052	2,417,292
	MFA 126	CDN	1688	Sep26, 2033	3.850	13,300,000	11,403,371	11,905,777
	MFA 127	CDN	1694	Apr 07, 2034	3.300	9,200,000	8,235,575	8,569,738
	TOTAL CITY OF NANAIMO					64,850,000	40,883,311	43,925,300
TOTAL LONG-TERM DEBT - MEMBER MUNICIPALITIES						\$ 75,554,364	\$ 45,845,012	\$ 49,751,819
TOTAL LONG-TERM DEBT						\$ 136,360,728	\$ 95,489,278	\$ 84,448,847

See notes to consolidated financial statements

RESERVE ACCOUNT ACTIVITY - 2017
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2017

	Balance January 1, 2017	Interest Income	Contributions by Developers & Others	MFA surplus and refunds	Contributions from/(to) Operating Fund	Transfers to Capital Funds	Feasibility, legal & other costs or transfers	Balance December 31, 2017
2017 ACTIVITY								
Feasibility Studies	\$ 10,808	-	136,066	-	26,555	-	-	\$ 173,429
Administration Information Systems/Building	\$ 2,125,787	21,934	-	-	182,945	(43,160)	-	\$ 2,287,506
Local Government Elections	\$ 54,066	545	-	-	-	-	-	\$ 54,611
Regional Growth Strategy	\$ 123,578	1,395	-	-	35,000	-	-	\$ 159,973
Building Inspection	\$ 341,678	3,417	-	-	-	-	-	\$ 345,095
Community Planning	\$ 249,863	2,730	-	-	60,000	-	-	\$ 312,593
Carbon Action Revenue Incentive Program	\$ 298,203	3,516	103,578	-	-	(1,123)	-	\$ 404,174
Carbon Neutral	\$ 53,526	540	-	-	-	-	-	\$ 54,066
	<u>\$ 3,257,509</u>	<u>\$ 34,077</u>	<u>\$ 239,644</u>	<u>\$ -</u>	<u>\$ 304,500</u>	<u>\$ (44,283)</u>	<u>\$ -</u>	<u>\$ 3,791,447</u>
Wastewater & Solid Waste Management								
Solid Waste Management	\$ 2,063,240	22,276	-	-	550,000	-	-	\$ 2,635,516
Solid Waste Collection & Recycling	\$ 333,469	3,750	-	-	90,000	-	-	\$ 427,219
Nanoose Wastewater	\$ 917,132	9,654	-	-	110,000	-	-	\$ 1,036,786
Northern Community Wastewater	\$ 9,529,886	105,646	69,355	-	2,243,911	(3)	-	\$ 11,948,795
Southern Community Wastewater	\$ 21,306,059	217,298	-	-	1,700,000	(15,027)	-	\$ 23,208,330
Duke Point Wastewater	\$ 201,761	2,070	-	-	25,000	(12,840)	-	\$ 215,991
	<u>\$ 34,351,547</u>	<u>360,694</u>	<u>69,355</u>	<u>-</u>	<u>4,718,911</u>	<u>(27,870)</u>	<u>-</u>	<u>\$ 39,472,637</u>
Water, Sewer & Street lighting								
Surfside Sewer	\$ 6,000	54	-	-	2,000	-	-	\$ 8,054
Pacific Shores Sewer	\$ 48,988	518	-	-	5,000	-	-	\$ 54,506
French Creek Sewer	\$ 480,522	4,872	24,199	-	(19,100)	-	-	\$ 490,493
Cedar Sewer Collection	\$ 56,289	686	-	-	30,000	-	-	\$ 86,975
Barclay Cres Sewer	\$ -	14	-	-	5,000	-	-	\$ 5,014
Barclay Cres Sewer DCCs	\$ 5,348	-	-	-	(5,348)	-	-	\$ -
Cedar Estates Stormwater	\$ 17,594	209	-	-	5,000	-	-	\$ 22,803
Englishman River Stormwater	\$ 23,044	256	-	-	3,000	-	-	\$ 26,300
French Creek Water	\$ 176,964	1,805	-	-	10,000	-	-	\$ 188,769
Madrona Water	\$ 212,899	2,122	-	-	-	-	-	\$ 215,021
Surfside Water	\$ 7,607	104	5,000	-	(2,000)	(7,200)	-	\$ 3,511
Decourcey Water	\$ 16,149	179	-	-	2,000	-	-	\$ 18,328
Melrose Water	\$ 11,078	124	-	-	-	-	-	\$ 11,202
Nanoose Bay Peninsula Water	\$ 698,695	7,280	-	-	75,000	-	-	\$ 780,975
Nanoose Bay Water	\$ 221,935	2,050	-	-	-	(157,286)	-	\$ 66,699
Englishman River Water	\$ 267,314	2,758	-	-	20,000	-	-	\$ 290,072
San Pareil Water	\$ 25,541	276	-	-	2,000	-	-	\$ 27,817
Whiskey Creek Water	\$ 32,799	402	-	-	15,000	(8,376)	-	\$ 39,825
Nanoose AWS Bulk Water	\$ 1,355,815	16,109	2,346	-	654,320	(223,720)	-	\$ 1,804,870

See notes to consolidated financial statements

RESERVE ACCOUNT ACTIVITY - 2017
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2017

	Balance January 1, 2017	Interest Income	Contributions by Developers & Others	MFA surplus and refunds	Contributions from/(to) Operating Fund	Transfers to Capital Funds	Feasibility, legal & other costs or transfers	Balance December 31, 2017
French Creek AWS Bulk Water	\$ 854,063	8,019		-	(56,565)		-	\$ 805,517
Drinking Water/Watershed Protection	\$ 20,177	323	-	-	25,000	-	-	\$ 45,500
Englishman River Street lighting	\$ 8,263	83	-	-		-	-	\$ 8,346
Fairwinds Street lighting	\$ 29,363	321	-	-	5,000	-	-	\$ 34,684
Morningstar Street lighting	\$ 13,047	146	-	-	(2,500)	-	-	\$ 10,693
Rural EA E & G Street lighting	\$ 12,870	146	-	-	-	-	-	\$ 13,016
	<u>\$ 4,602,364</u>	<u>48,856</u>	<u>31,545</u>	<u>-</u>	<u>772,807</u>	<u>(396,582)</u>	<u>-</u>	<u>\$ 5,058,990</u>
Public Transportation								
Transit	\$ 3,699,557	36,868		-		-	-	\$ 3,736,425
Descanso Bay Emergency Wharf	\$ 12,618	150	-	-	1,764	-	-	\$ 14,532
Green's Landing Wharf	\$ 200,754	2,008		-	1,000		-	\$ 203,762
	<u>\$ 3,912,929</u>	<u>39,026</u>	<u>-</u>	<u>-</u>	<u>2,764</u>	<u>-</u>	<u>-</u>	<u>\$ 3,954,719</u>
Protective Services								
Coombs Hilliers Fire	\$ 537,584	5,822	-	-	253,490	(85,082)	-	\$ 711,814
Errington Fire	\$ 751,834	7,982	-	-	210,601	(138,515)	-	\$ 831,902
Extension Fire	\$ 495,596	5,308	-	-	73,819	-	-	\$ 574,723
Nanoose Fire	\$ 227,711	2,675	-	-	93,400	-	-	\$ 323,786
Dashwood Fire	\$ 453,413	4,788	-	-	107,467	(65,938)	-	\$ 499,730
Bow Horn Bay Fire	\$ 362,974	3,837	-	-	44,331	-	-	\$ 411,142
Nanaimo River Fire	\$ 138,188	1,454	-	-	16,267	-	-	\$ 155,909
Cassidy Waterloo Fire	\$ 202,638	2,346	-	-	64,011	-	-	\$ 268,995
Emergency Planning	\$ 69,392	799	-	-	23,000	-	-	\$ 93,191
Bylaw Enforcement	\$ 102,350	1,046	-	-	19,000	-	-	\$ 122,396
District 68 911 Service	\$ 136,488	1,362	-	-	-	(7,984)	-	\$ 129,866
	<u>\$ 3,478,168</u>	<u>37,419</u>	<u>-</u>	<u>-</u>	<u>905,386</u>	<u>(297,519)</u>	<u>-</u>	<u>\$ 4,123,454</u>
Parks, Recreation & Culture								
Area A Recreation & Culture	\$ 434,937	5,151	-	-	175,000	-	-	\$ 615,088
Area B Recreation	\$ 48,730	559	200	-	12,318	-	-	\$ 61,807
Extension Recreation	\$ 35,649	357	-	-	-	-	(335)	\$ 35,671
Community Parks	\$ 970,199	9,734	9,000	-	27,000	(109,831)	-	\$ 906,102
Regional Parks Capital	\$ 2,903,386	32,431	-	-	811,950	(140,896)	-	\$ 3,606,871
Regional Parks Development	\$ 59,636	650	-	-	10,000	-	-	\$ 70,286
Recreation & Culture	\$ 1,168,901	14,217	-	-	555,360	-	-	\$ 1,738,478
	<u>\$ 5,621,438</u>	<u>63,099</u>	<u>9,200</u>	<u>-</u>	<u>1,591,628</u>	<u>(250,727)</u>	<u>(335)</u>	<u>\$ 7,034,303</u>
TOTAL ALL RESERVE FUNDS	<u>\$ 55,223,955</u>	<u>\$583,171</u>	<u>349,744</u>	<u>\$0</u>	<u>8,295,996</u>	<u>(\$1,016,981)</u>	<u>(\$335)</u>	<u>\$ 63,435,550</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF DEVELOPMENT COST CHARGES AND PARKLAND ACQUISITION FUNDS
RESERVE ACCOUNT BALANCES-DEC 31, 2017

ACTIVITY	Northern Wastewater DCCs (1)	Southern Wastewater DCCs (2)	Bulk Water DCCs (3)	Sewer DCCs (4)	Parkland Acquisition FUNDS (5)	Total 2017	Total 2016
ASSETS:							
Due from Revenue Fund	\$ 9,011,522	\$ 4,493,673	\$ 776,135	\$ 3,021,046	\$ 1,658,185	\$ 18,960,561	\$ 13,673,623
Developer Installments Receivable	30,978	91,613	-	-	-	122,591	113,474
DEFERRED REVENUE BALANCE (Note 10)	9,042,500	4,585,286	776,135	3,021,046	1,658,185	19,083,152	13,787,097
ACTIVITY:							
Balance, Beginning of the year	7,584,712	3,341,711	768,477	375,954	1,716,243	13,787,097	12,529,097
Add:							
Contribution by developers & others	1,390,489	1,221,589	2,346	2,641,319		5,255,743	2,341,353
Interest earned	79,059	37,014	7,658	3,772	16,942	144,445	183,131
Less:							
Parkland purchases					(75,000)	(75,000)	
Transfer DCCs to Revenue Fund	(11,760)	(15,027)	(2,346)	-	-	(29,133)	(1,266,484)
Transfers to Other Agencies							
BALANCE, End of the year	\$ 9,042,500	\$ 4,585,287	\$ 776,135	\$ 3,021,045	\$ 1,658,185	\$ 19,083,152	\$ 13,787,097

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

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

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

(4) Sewer DCC collection area includes properties in Electoral Area A (Cedar) and G (French Creek).

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

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF RECEIPTS AND DISBURSEMENTS
GAS TAX REVENUE TRANSFER PROGRAMS
DECEMBER 31, 2017
(UNAUDITED)

	COMMUNITY WORKS PROGRAM²	OTHER GAS TAX PROGRAMS³	TOTAL 2017	TOTAL 2016
Opening balance of unspent (spent) funds	\$ 8,097,324	\$ (1,966,894)	\$ 6,130,430	\$ 6,727,526
Add:				
Amount received during the year	1,699,137	1,999,550	3,698,687	8,903,506
Interest earned	67,153	-	67,153	95,925
Less:				
Amount spent on projects (Notes 2 & 3)	(1,553,356)	(32,656)	(1,586,012)	(9,596,527)
Closing balance of unspent (spent) funds	<u>\$ 8,310,258</u>	<u>\$ -</u>	<u>\$ 8,310,258</u>	<u>\$ 6,130,430</u>
	(see note 10)	(see note 3)		

Notes to Schedule:

1. Gas Tax Revenue Transfer Programs

The Government of Canada, through the Union of BC Municipalities (UBCM), transfers Gas Tax Revenue funds to local governments in British Columbia. The use of funding is established by agreements between the local government and the UBCM. Funding may be used towards public transit, disaster mitigation, recreational, water, wastewater and solid waste infrastructure and asset management or capacity building projects, as specified in the agreements.

2. Community Works Program 2017 Activity

The Regional District applied \$502,000 towards park and trail projects at Huxley Community Park, Oakleaf Community Park, E&N Regional Trail, Carrothers Road Trail, Leffler Community Trail, the Gabriola Village Trail, and Whalebone Community Park. In addition, \$320,000 was expended on recreation facilities, \$225,000 on water system infrastructure, \$147,000 on wastewater facilities, \$86,000 on broadband service, and \$31,000 on recycling facilities. \$171,000 was spent on capital upgrades at the following Community Halls: Lighthouse; Nanoose Place; Rollo Senior Centre and the Gabriola Island Community Centre.

3. Other Gas Tax Programs 2017 Activity

Under this portion of the program, expenditures are reimbursed on a claims made basis. In 2017, the following projects were completed during the year:

<u>Project</u>	<u>Year Approved</u>	<u>Total Project value</u>	<u>Approved Grant</u>	<u>Grant Amount Expended to date</u>	<u>Amount Received to date</u>
Regionally Significant Priorities Fund					
a. Regional Trail System - E&N Rail Trail Project	2014	3,873,206	2,676,489	2,676,489	2,676,489
b. Rural Village Centre Sewer Servicing Projects	2014	509,096	350,000	350,000	350,000
Total Other Gas Tax Program Activity		<u>\$ 4,382,302</u>	<u>\$ 3,026,489</u>	<u>\$ 3,026,489</u>	<u>\$ 3,026,489</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENSES
as at December 31, 2017
(UNAUDITED)**

	Corporate Services (Schedule A)	Strategic & Community Development (Schedule B)	Regional & Community Utilities (Schedule C)	Recreation & Parks & Services (Schedule D)	Transportation & Emergency & Services (Schedule E)	Actual 2017	Budget 2017	Actual 2016
REVENUES								
Tax requisition	\$ 3,938,708	\$ 2,520,650	\$ 17,978,926	\$ 10,469,799	\$ 15,186,692	\$ 50,094,775	\$ 50,094,775	\$ 47,489,129
Grants	490,057	109,992	2,050,238	990,173	5,647,224	9,287,684	6,608,044	15,735,117
Grants in Lieu	77,470	5,921	51,438	6,933	55,636	197,398	149,290	319,413
Interest	269,174	-	-	-	-	269,174	150,000	194,279
Permit fees	-	378,178	-	446,950	-	825,128	564,154	5,793,557
Operating revenues	-	1,978,476	7,211,237	1,754,583	4,613,062	15,557,358	14,391,924	14,418,694
Disposal fees	-	-	9,183,048	-	-	9,183,048	8,161,519	8,554,506
Other	11,431,909	-	14,080,737	-	2,218,351	27,730,997	76,045,172	21,445,377
	16,207,318	4,993,217	50,555,624	13,668,438	27,720,965	113,145,562	156,164,878	113,950,072
EXPENSES								
General administration	169,290	354,202	1,757,390	638,629	1,446,649	4,366,160	4,523,659	4,227,994
Professional fees	395,762	156,653	893,587	174,228	34,959	1,655,189	2,464,845	1,722,647
Community grants	730,367	-	-	-	-	730,367	787,764	65,022
Legislative	462,429	-	-	10	-	462,439	511,635	456,127
Program costs	-	344,018	148,092	599,785	-	1,091,895	1,109,238	884,761
Vehicle and Equip operating	207,630	83,571	1,836,606	153,713	4,735,005	7,016,525	7,733,120	6,939,068
Building operating	364,668	37,313	1,491,156	730,935	497,991	3,122,063	3,286,720	2,971,935
Other operating	607,128	609,066	10,170,616	931,968	3,722,439	16,041,217	17,354,348	15,149,572
Wages & benefits	4,197,736	2,447,100	7,510,367	4,478,117	11,914,539	30,547,859	32,666,102	29,012,116
Capital expenses	203,738	29,510	17,277,174	1,172,737	631,664	19,314,823	65,906,871	26,149,354
	7,338,748	4,061,433	41,084,988	8,880,122	22,983,246	84,348,537	136,344,302	87,578,596
OPERATING SURPLUS	8,868,570	931,784	9,470,636	4,788,316	4,737,719	28,797,025	19,820,576	26,371,476
Debt retirement								
- interest	3,006,908	-	678,922	406,689	168,065	4,260,584	4,725,283	4,455,182
- principal	3,187,012	-	599,209	419,201	171,390	4,376,812	4,371,768	4,785,082
Contingency	-	-	-	-	-	-	-	-
Reserve contributions	210,695	120,000	6,072,283	1,611,628	891,650	8,906,256	8,369,629	9,641,791
Transfers to other govts	2,431,027	78,842	-	2,073,473	2,780,077	7,363,419	6,916,996	7,153,132
	8,835,642	198,842	7,350,414	4,510,991	4,011,182	24,907,071	24,383,676	26,035,187
CURRENT YEAR SURPLUS (DEFICIT)	32,928	732,942	2,120,222	277,325	726,537	3,889,954	(4,563,100)	336,289
Prior year's surplus applied	1,368,962	1,313,637	4,510,067	1,725,784	3,244,618	12,163,068	12,163,068	11,826,779
NET OPERATING SURPLUS	\$ 1,401,890	\$ 2,046,579	\$ 6,630,289	\$ 2,003,109	\$ 3,971,155	\$ 16,053,022	\$ 7,599,968	\$ 12,163,068

See notes to consolidated financial statements

TO:	Committee of the Whole	MEETING:	May 8, 2018
FROM:	Wendy Idema, Director of Finance	FILE:	1855-04-COWO
SUBJECT:	Spring 2018 Community Works Fund Status Report		

RECOMMENDATIONS

1. That the Community Works Funds program project list included in Attachment 1 be approved.
2. That the Community Works Funds Agreements between the Regional District of Nanaimo and third parties include a requirement for asset management principles to be incorporated in the funding criteria.

SUMMARY

This report updates the status of previously approved Community Works Fund (CWF) projects and requests approval of additional projects as well as enhanced criteria for the transfer of CWFs to third parties. Attachment 1 provides a list of current CWF funded projects by area, Attachment 2 is a list of future projects that are currently being discussed, Attachment 3 is a list of completed projects since 2014 and Attachment 4 provides a list of eligible project categories.

BACKGROUND

The renewed Gas Tax Agreement (GTA) between Canada, British Columbia and the Union of British Columbia Municipalities (UBCM), and the 2014-2024 CWF Agreement between the Regional District of Nanaimo (RDN) and UBCM took effect April 1, 2014. Under these agreements, local governments receive annual transfers which may be used for local priorities to improve public infrastructure. The current Agreement is in place until 2024; however, UBCM has not indicated funding levels for years beyond 2018 at this time. In 2018, based on per capita amounts for the electoral area population, \$1,756,239 before interest is expected for the RDN.

As a result of the Board decision made in 2007, each RDN electoral area is allocated funds based on population. Municipalities within the RDN receive funds separately from UBCM under the CWF program. The CWF program is separate from the application-based Strategic Priorities Fund, which provides funding for projects that are larger in scale, regional in impact, or innovative in nature.

The projects listed in attachments 1, 2 and 3 include the development of community water and sewer systems, recreation and parks infrastructure, building upgrades and the implementation of official community plan initiatives.

Some of the projects include a transfer of funding to third parties such as improvement districts and not-for-profit associations. In those cases, agreements are completed with the recipients to ensure compliance with the overarching GTAs signed by the RDN with UBCM and by UBCM with British Columbia and Canada. Consideration should be given to include in the agreements completed with third

parties a requirement for asset management principles to be incorporated in the projects undertaken by the third parties.

The RDN Agreement with UBCM requires the local government to “work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee”¹. As such, requiring third party recipients of RDN CWFs to provide information in addition to their financial plans for funding requests is recommended. This is to include basic asset inventories, full lifecycle costs including current replacement cost, estimated useful life, and estimated annual operations and maintenance costs as well as a proposed schedule for condition assessments for the community infrastructure being developed.

Costs such as land purchases, legal costs and operating/administrative costs remain ineligible for funding under the gas tax funding program. There is an expectation included in the agreements by the federal and provincial governments that the ultimate recipients (local governments and other eligible entities) are required to “work to strengthen” asset management during the term of the Agreement.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS

Alternative 1

In 2018, the RDN will receive \$1,756,239 in CWF base funding which is added to the existing balance and will accrue interest during the year. The Board previously decided to allocate \$50,000 of the funding annually for cross-area projects and the remaining \$1,706,239 to allocate across the electoral areas on a per capita basis. Allocations are based on 2016 census data.

The following table sets out estimated balances available by area. However, the 2018 final costs are to be received and several of the project amounts are therefore estimated at this time. This information will continue to be updated.

	Dec 31, 2017 Closing Balance	2018 Allocation	2018 Projected Spending	Estimated Remainder Available
Base funding	\$146,800	\$50,000	\$20,000	\$176,800
Electoral Area A	\$ 1,729,636	\$331,155	\$1,326,269	\$734,522
Electoral Area B	\$775,514	\$171,466	\$78,166	\$868,814
Electoral Area C	\$869,919	\$119,384	\$30,000	\$959,303
Electoral Area E	\$694,144	\$270,187	\$818,440	\$145,891
Electoral Area F	\$1,824,817	\$328,391	\$1,199,473	\$953,736
Electoral Area G	\$1,799,320	\$317,380	\$151,257	\$1,970,443
Electoral Area H	\$470,106	\$168,277	\$603,870	\$34,513
Total	\$8,310,256	\$1,756,240	\$4,227,475	\$5,839,021

¹ 2014-2024 Community Works Fund Agreement under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia

In 2018, \$4,227,475 is projected to be spent of the total \$5,840,900 in currently approved CWF projects. Between 2014 and 2017, \$2,266,978 was spent on CWF project as listed in Attachment 3. Use of CWFs allows for projects to be completed which would not otherwise be feasible without significant tax increases.

The use of CWFs can be authorized at any time during the year. Should the Board identify new projects to be incorporated into work plans, the project can be authorized to proceed at that time.

Alternative 2

If the Board elects to alter the program, the financial implications of doing so would be dependent on the amendments.

STRATEGIC PLAN IMPLICATIONS

The use of CWFs to support capital and asset planning projects is strongly supported by the 2016 to 2020 Strategic Plan Focus Areas for Economic Health, Environment, Relationships and Service and Organizational Excellence. The funds are used to improve water and wastewater infrastructure, provide recreation and park facilities and move towards a strong long-term community asset planning focus for the Regional District.



Wendy Idema (widema@rdn.bc.ca)
April 20, 2018

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Community Works Projects Underway or Planned
2. Potential Community Works Projects
3. Community Works Projects Completed 2014 - 2017
4. Community Works Funds Eligible Project Categories

**ATTACHMENT 1
2018 COMMUNITY WORKS PROJECTS UNDERWAY or PLANNED**

ELECTORAL AREA A	Project Budget	Previously Approved	For Current Approval	Description
NCID Water System Upgrades – EA A	\$1,130,000 budget	\$1,130,000	\$0	Additional water reservoir construction & water main upgrades
Ecoforestry Institute Society – EA A	\$150,000 budget	\$150,000	\$0	Wilkinson Heritage Homestead Renovations
Morden Colliery Bridge & Trail Design – EA A	\$80,000 budget \$37,875 carried to 2018	\$80,000	\$0	Community consultation and detailed design and costing, pending ALC review
Cedar Community Centre Accessibility Project – EA A	\$3,000 budget	\$3,000	\$0	Capital funding agreement for community hall upgrades
Well assessments – EA A	\$8,400 budget \$5,395 carried to 2018	\$8,400	\$0	Preliminary well infrastructure assessments
ELECTORAL AREA B				
Gabriola Island Community Bus Foundation – EA B	\$10,000 budget	\$10,000	\$0	Capital funding for bus purchase
Gabriola Senior Citizens Association, Rollo Centre – EA B	\$42,000 budget	\$42,000	\$0	Rollo Centre renovations to comply with VIHA standards for kitchen and bathroom facilities
Huxley Park Sport Court – EA B	\$10,000 budget	\$10,000	\$0	Pickleball court upgrades
Huxley Park Recreation Infrastructure – EA B	\$211,500 budget \$10,885 carried to 2018	\$211,500	\$0	Sport Court & Playground upgrades
Gabriola Island Whalebone area parks infrastructure	\$25,000 budget \$5,280 carried to 2018	\$25,000	\$0	Upgrades to beach access stairs
ELECTORAL AREA C				
EA C Water Services Planning	\$30,000 budget	\$30,000	\$0	Initial infrastructure plan for area water

ELECTORAL AREA E	Project Budget	Previously Approved	For Current Approval	Description
Nanoose Bay Water Quality/ Quantity Monitoring – EA E	\$330,000 budget, \$162,500 spent to 2017	\$330,000	\$0	Development & capital infrastructure for well monitoring program over 2015 – 2019
Nanoose Place Capital Upgrades – EA E	\$215,000 budget, \$14,680 carried to 2018	\$215,000	\$0	Agreement with Nanoose Bay Activities & Recreation Society for HVAC and other building upgrades
Nanoose Bay Peninsula Water Service Pump Station – EA E	\$800,000 budget \$778,750 carried to 2018	\$600,000	\$200,000	Contribution to \$1.8 million capital project over 2016-2019
Jack Bagley Field Improvements	\$10,000 budget	\$10,000	\$0	Field and facility upgrades
ELECTORAL AREA F				
Melrose Place Water Reservoir Replacement – EA F	\$60,000 budget	\$60,000	\$0	Engineering & construction of water reservoir 2018/2019 project
Whiskey Creek Water System Upgrades – EA F	\$450,000 budget \$400,360 carried to 2018	\$450,000	\$0	Well development plus engineering and construction of treatment facility for Whiskey Creek Water System in response to order from Island Health
Meadowood Community Rec Centre – EA F	\$700,000 preliminary budget \$623,870 carried to 2018	\$700,000 preliminary budget	\$0	Pending final design and costing
E&N Rail Trail contribution – EA F	\$400,000 budget \$15,235 carried to 2018	\$400,000	\$0	Contribution to French Creek to Coombs trail development project.
Errington Community Park Playground – EA F	\$150,000	\$150,000	\$0	Design, capital upgrades and equipment purchase, 2018-2020 project

ELECTORAL AREA G	Project Budget	Previously Approved	For Current Approval	Description
E&N Rail Trail contribution – EA G	\$125,000 budget \$4,762 carried to 2018	\$125,000	\$0	Contribution to French Creek to Coombs trail development project.
Water Service Infrastructure Planning – EA G	\$50,000 budget \$18,970 carried to 2018	\$50,000	\$0	EPCOR water system purchase review
San Pareil Water Service expansion – EA G	\$25,000 budget \$12,525 carried to 2018	\$25,000	\$0	Engineering review for system expansion
San Pareil Water – EA G	\$50,000 budget	\$50,000	\$0	Well and water metering upgrades
Surfside Water Upgrades – EA G	\$60,000 budget \$55,000 carried to 2018	\$60,000	\$0	Well system improvements + reservoir and pump station upgrades (2018/2019 projects)
French Creek Water – EA G	\$50,000 budget	\$50,000	\$0	Well head upgrade
ELECTORAL AREA H				
Tulnuxkw Lelum Bowser Cultural Learning Space – EA H	\$60,000 budget \$17,870 carried to 2018	\$60,000	\$0	Agreement with Bowser Elementary School PAC for capital funding
Dunsmuir Community Park – EA H	\$100,000 budget	\$100,000	\$0	Sport Court, Parking and Playground upgrades
Bowser Sewer Servicing– EA H	\$450,000 budget	\$0	\$450,000	Detailed design, engineering and wastewater treatment plant project
Lighthouse Community Centre Upgrades – EA H	\$36,000 budget	\$0	\$36,000	Agreement with Lighthouse Community Centre for roof replacement funding
ALL ELECTORAL AREAS				
Green Building Best Practices Guidebook Series – all EAs	\$20,000 budget	\$20,000	\$0	Continue to review and develop compendium of guidebooks. 2018 = Sustainable Site Planning
TOTAL BUDGET All Projects	\$5,840,900	\$5,154,900	\$686,000	

**ATTACHMENT 2
POTENTIAL COMMUNITY WORKS PROJECTS**

	Budget	Previously Approved	For Current Approval	Description
Gabriola Cycling Plan – EA B	\$50,000 budget	\$50,000	\$0	Plan design projected for 2019
Gabriola Village Trail Construction Phase – EA B ¹	\$TBD	\$0	\$TBD	To be brought forward to the Board for approval pending MoTI agreements.
Little Qualicum Hall – EA G	\$80,000		\$80,000	Pending engineering reviews and consultation process
French Creek Community Path & Trail – EA G ¹	\$100,000	\$100,000	\$0	Detailed design plans incorporating surveys, environmental studies, landowner, community and MoTI consultation
Deep Bay to Shaw Hill Roadside Trail – EA H ¹	\$TBD	\$TBD	\$0	Project in conjunction with MOTI

Note 1: Work related to community trails planning projects will be combined where possible to obtain efficiencies and may require phasing depending on MoTI staff availability. Survey costs may be significant in some areas depending on information available and obstacles encountered (such as driveways). Type of trail and level of accessibility would be decided through the design process.

**ATTACHMENT 3
COMMUNITY WORKS PROJECTS COMPLETED 2014 - 2017**

Projects ELECTORAL AREA A	CWF Funding Provided	Description
Snuneymuxw First Nations Sport Court – EA A	\$299,960	Capital funding agreement for sport court upgrades
Cedar Community Hall HVAC Upgrade – EA A	\$21,182	Capital funding agreement
Cranberry Community Hall Capital Upgrades	\$146,000	Capital funding agreement with Cranberry Improvement District
ELECTORAL AREA B		
Gabriola Village Trail Design Phase – EA B	\$109,388	Development of detailed design plan incorporating surveys, environmental studies, landowner, community and MoTI consultation
Gabriola Island Community Bus – EA B	\$24,685	Community Bus purchase and bus route infrastructure funding
Gabriola Commons Solar Array – EA B	\$16,035	Installation of solar array for power generation
Rollo McClay Community Park Infrastructure – EA B	\$12,000	Project with Gabriola Softball Association to install playground
Gabriola Seniors Citizens Association – EA B	\$29,959	Rollo Centre Capital Upgrades
Gabriola Museum Accessibility Upgrade – EA B	\$5,000	Funding agreement with Gabriola Historical & Museum Society
Gabriola Island Community Hall Upgrades – EA B	\$17,365	Funding agreement with Community Hall Association, 2017 project
Gabriola Golf Club – EA B	\$26,030	Funding agreement with Golf Club for capital equipment funding
Gabriola Skatepark	\$11,787	Skatepark development project
Gabriola Island Recycling Facility – EA B	\$25,000	Roof replacement project
Gabriola Island Recycling Facility – EA B	\$6,325	Used oil tank replacement project
Huxley Park - EA B	\$12,500	Sport court upgrade project

ELECTORAL AREA C	CWF Funding Provided	Description
Extension Miners Bridge – EA C	\$22,166	Trail, stairs and bridge construction costs
Extension School – EA C	\$14,125	Design and cost estimates for historic building preservation
Meadow Drive Trail – EA C	\$43,255	Trail improvements
ELECTORAL AREA E		
Community Signage Program – EA E	\$34,300	Integrated wayfinding and community signage program for Nanoose Bay
Claudet Community Park Trail – EA E	\$95,974	Trail design & construction
Blueback Community Park – EA E	\$50,000	Park and trail infrastructure upgrades
Oakleaf Community Park – EA E	\$30,000	Park and trail infrastructure upgrades
Nanoose Bay Water Services – EA E	\$137,275	Matthew Road reservoir construction
Nanoose Bay Fire Hall HVAC optimization – EA E	\$9,349	Programming and capital improvements to optimize system & energy savings
ELECTORAL AREA F		
Westerne Heights Water System Upgrades – EA F	\$50,000	Engineering & construction of upgrades to water system taken over by RDN to meet VIHA requirements
Arrowsmith Community Trails – EA F	\$11,000	Price Road trail development/upgrades
Arrowsmith Community Trails – EA F	\$18,835	Cranswick Road trail development/upgrades
Arrowsmith Community Trails – EA F	\$20,584	Carrothers Road trail development/upgrades
Arrowsmith Recreational Hall – EA F	\$15,000	Septic system upgrade
ELECTORAL AREA G		Description
San Pareil Water Service – EA G	\$350,000	Capital upgrades to water system reservoir and distribution system
Miller Park – EA G	\$78,550	Bank stabilization project

ELECTORAL AREA H	CWF Funding Provided	Description
Spider Lake Broadband – EA H	\$86,000	Partnering project with Telus to expand coverage
OCP Review Plans – EA H	\$72,728	Active Transportation Plan & ALR Boundary Scoping, Archeological Overview Assessment
Bowser Sewer Servicing Design – EA H	\$162,610	Contribution to design & costing project
Lighthouse Community Centre Upgrades – EA H	\$109,645	Agreement with Lighthouse Community Centre for capital upgrade funding
Bowser Legion Capital Upgrades – EA H	\$58,148	Agreement with Ladies Auxiliary of Bowser Legion for capital upgrade funding
Speed reader Board – EA H	\$13,440	Traffic calming initiatives within community plan
ALL ELECTORAL AREAS		
Green Building Best Practices Guidebook Series – all EAs	\$20,778	Rainwater Harvesting guidebook
TOTAL SPENDING All Projects	\$2,266,978	

ATTACHMENT 4
COMMUNITY WORKS FUNDS ELIGIBLE PROJECT CATEGORIES

- **Capacity building** – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices. Under the capacity building category, items related to asset management have been added such as long-term infrastructure plans, studies, strategies, or systems related to asset management and training directly related to asset management planning.
- **Local roads, bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- **Highways** – highway infrastructure.
- **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- **Short-line rail** – railway related infrastructure for carriage of passengers or freight.
- **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
- **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- **Public transit** – infrastructure that supports a shared passenger transport system that is available for public use.
- **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- **Community energy systems** – infrastructure that generates or increases the efficient usage of energy.
- **Brownfield Redevelopment** – remediation or decontamination and redevelopment of a brownfield site within Local Government boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
- **Sport Infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- **Recreational infrastructure** – recreational facilities or networks.
- **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
- **Tourism infrastructure** – infrastructure that attracts travelers for recreation, leisure, business or other purposes.
- **Disaster mitigation** – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters. Limited to projects/costs that are for mitigation, not response related infrastructure.

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: May 8, 2018

FROM: Sean De Pol
Director, Water and Wastewater Services

FILE: 2240-20-SHAW

SUBJECT: Wastewater Services On-Call Electrical Maintenance and Repair Contract Award

RECOMMENDATION

That the Board award the Wastewater Services On-call Electrical Maintenance and Repair three year contract to Shaw Electrical Services.

SUMMARY

The Board is requested to award an agreement to Shaw Electrical Services (Shaw) for on-call electrical maintenance and repair services to support the operation and maintenance of the Regional District of Nanaimo's (RDN) four wastewater treatment facilities, 23 pump stations, and two septage receiving sites. The term is for three years with the option to extend for an additional two years.

In March 2018, the RDN Wastewater Services department issued a Request for Proposals (RFP) to select a qualified electrical firm. Two submissions were received with Shaw obtaining the highest score from the evaluation committee based on technical and financial criteria.

BACKGROUND

The RDN has a regular need for electrical maintenance and repairs in the operation and maintenance of its wastewater facilities.

In April 2015, the RDN Wastewater Services department issued an RFP to select a qualified electrical firm. The contract was awarded to Shaw. The term was for one year with the option to extend for two additional one year terms. Due to the high level of service, the contract was extended twice. Both extensions were authorized by the RDN Board.

In March 2018, due to the expiry of the existing electrical services agreement, the RDN Wastewater Services department issued an RFP on BC Bid. The term was for three years with the option to extend for an additional two years.

Two submissions were received from the following firms:

- Mazzei Electric Ltd.
- Shaw Electrical Services Ltd.

Submissions were evaluated by a four member evaluation committee in accordance to the criteria and process outlined in the RFP. Submissions were evaluated based on the following criteria:

Technical Considerations (70% of Score)

- Corporate Profile and Comparable Work Experience
- Relevant Projects and References
- Personnel Experience and Certifications
- Response Time (Regular and Emergency)
- Process Industry Control and SCADA experience
- Warranty
- Occupational Health and Safety Program
- Quality Assurance

Financial Considerations (30% of Score)

- Labour Rates
- Mark-up
- Travel Cost
- Crew Size

Shaw received the highest total score on their submission based on the technical and financial considerations from the evaluation committee. Key considerations included Shaw's experience with electrical maintenance for municipalities and with wastewater treatment electrical systems. Additionally, Shaw demonstrated in their submission that their personnel have work experience and certifications related to RDN wastewater facilities.

Shaw also has relevant project experience and provides on-call electrical maintenance for the City of Nanaimo, Nanaimo Airport, and the Pacific Biological Station. Shaw received strong references from these clients. Shaw currently provides electrical maintenance for the RDN Wastewater Services department.

ALTERNATIVES

1. Award the Wastewater Services On-call Electrical Maintenance and Repair three year contract to Shaw Electrical Services.
2. Do not award the Wastewater Services On-call Electrical Maintenance and Repair contract to Shaw Electrical Services and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The contract to Shaw Electrical Services for the provision of on-call electrical maintenance and repair is valued at \$200,000 per year for a total of \$600,000 for the three year term of the contract. This expense has been identified in the approved five year budget for Wastewater Services.

STRATEGIC PLAN IMPLICATIONS

Electrical maintenance and repair services are important for the efficient, safe and reliable operation of the RDN's wastewater facilities, advancing the Board's strategic focus on Service and Organizational Excellence.



Sean De Pol
sdepol@rdn.bc.ca
April 18, 2018

Reviewed by:

- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: May 8, 2018

FROM: Sean De Pol
Director, Water and Wastewater Services

FILE: 5340-01-GNPCC

SUBJECT: Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate Contract Award

RECOMMENDATION

1. That the Board award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade for a period of one year.
2. That the General Manager of Regional Community Utilities and the Director of Finance be authorized to extend the contract for an additional year if required.

SUMMARY

Greater Nanaimo Pollution Control Centre (GNPCC) employs Chemically-Enhanced Primary Treatment (CEPT) in order to meet Provincial and Federal requirements. CEPT is comprised of adding Liquid Aluminum Sulphate (Alum) and a polymer to the wastewater during the treatment process. It is expected that Alum will not be required once secondary treatment at GNPCC has been commissioned at the end of 2019.

A Request for Tender (RFT) for the supply, delivery and offloading of Alum at the GNPCC was publicly posted March 19, 2018. One proposal was submitted from ChemTrade to provide Alum for 1 year at a fixed rate of \$0.289/kg with an estimated contract value of \$300,560. Based on quality, service and price, it is recommended that the contract be awarded to ChemTrade for the term June 1, 2018 – May 31, 2019.

BACKGROUND

GNPCC utilizes a Chemically Enhanced Primary Treatment (CEPT) process in order to meet the effluent standards required under our current Provincial effluent permit and Federal Wastewater Systems Effluent Regulation.

CEPT at GNPCC requires the addition of Alum after wastewater screening followed by a polymer prior to sedimentation. It is expected that Alum will not be required once secondary treatment at GNPCC has been commissioned at the end of 2019.

On March 19, 2018, a Request for Tender (RFT) was posted on the RDN and BC Bid websites for the supply, delivery and offloading of Alum at GNPCC for 1 year with a renewal option of up to 1 additional

year. The RFT closed on March 28, 2018, with one proposal received from ChemTrade. As per the tender, Alum would be supplied for 1 year at a fixed rate of \$0.289/kg, at an estimated annual cost of \$300,560 excluding tax. To ensure the RDN is receiving good value, several wastewater treatment plants were contacted that also use Alum. The City of Kamloops wastewater treatment plant was the only similar comparison that was found. Kamloops currently pays \$0.31/kg for Alum and spends an estimated \$364,000 annually. Based on this information, it is recommended that the contract be awarded to ChemTrade for the term June 1, 2018 – May 31, 2019.

ALTERNATIVES

1. Award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade for one year with an extension of one additional year if required.
2. To not award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade and provide alternate direction.

FINANCIAL IMPLICATIONS

The contract to ChemTrade, is valued at approximately \$300,560 per year before tax, this cost is included in the approved 2018 budget.

STRATEGIC PLAN IMPLICATIONS

Wastewater treatment is one of the RDN's core services. Use of Alum supports the RDN Strategic Plan by improving the quality of the wastewater discharged to the environment, thereby protecting and enhancing our environment.



Sean De Pol
sdepol@rdn.bc.ca
April 18, 2018

Reviewed by:

- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

parties accessing their land for forestry related activities; in this case we are using the agreement for erecting infrastructure that is of mutual benefit. RDN legal counsel has reviewed this agreement and recommended changes that have been incorporated into this version.

The project-specific partnership terms established for this collaborative effort to address the mutual priority of collecting weather / climate information for the upper Nanoose Creek watershed are as follows:

- ITLP will provide the station site location and access for the nominal fee of \$1.00 per annum.
- Physical access to the site by RDN staff will only be in ITLP (or their contractor's) vehicles and in the accompaniment of ITLP staff.
- RDN will cover the capital costs for the station instrumentation through budgeted and approved Community Works Funds.
- ITLP will cover the station installation costs including the mast for mounting the instruments.
- ITLP and RDN will equally share the operating and maintenance costs that occur on an annual basis, if required. *(Estimated at \$1000; may or may not be required annually. This has been budgeted for in Community Works Funds for Area E, with the DWWP budget supporting in the long term).*
- ITLP and RDN will have unrestricted access to the data collected at this site.
- It is understood that this station is meant for long-term data collection.

ALTERNATIVES

1. That the Board approve the Non-Exclusive License agreement with Island Timberlands for the use of lands to install a shared weather / climate station in the upper Nanoose Creek watershed.
2. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

ITLP is providing this license at no cost (nominal per annum amount of \$1). The RDN is investing \$15,000 in the capital costs of the station equipment. This is designated under the Electoral Area E Community Works Funds for Water Monitoring.

STRATEGIC PLAN IMPLICATIONS

The approval of this land access license agreement will allow the RDN to proceed with the strategic priority of evaluating climate impacts and recognizing the importance of water in infrastructure and services planning.



Julie Pisani
jpisani@rdn.bc.ca
April 13, 2018

Reviewed by:

- S. De Pol, Director, Water & Wastewater Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachment

Appendix A – Island Timberlands Non-Exclusive License

1. **EFFECTIVE DATE:** April 1, 2018 **EXPIRY DATE:** March 31, 2022
2. **LICENSOR:** Island Timberlands Limited Partnership ("ITLP")
4th Floor – 65 Front Street
Nanaimo, B.C. Canada
V9R 5H9 **AGREEMENT #:** G- 6247
3. **LICENSEE:** **Regional District of Nanaimo**
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
Att: Julie Pisani, Program Coordinator, Drinking Water & Watershed Protection
jpisani@rdn.bc.ca T: 250-390-6560
4. **GRANT:** ITLP is the owner of certain property legally described as: **PID#009-437-886 - BLOCK 142, NANOOSE, DUNSMUIR AND MOUNTAIN DISTRICTS, CONTAINING 9550 ACRES MORE OR LESS:**

ITLP grants to the Licensee, its contractors, invitees, licensees, employees, agents and servants, together with vehicles, supplies, and equipment, the non-exclusive license to enter and be upon that part of Block 142, comprising approximately 6' x 6' square and as more particularly shown outlined in RED on the attached Schedule 'A' map (the "Lands").

See overview maps attached as Schedule 'A' for location and further details.
5. **PURPOSE:** This License is granted for the purpose of constructing, maintaining, and accessing a Weather Station Site and associated infrastructure ("the Improvements") on the Lands and no other purpose, upon the terms agreed to herein.
6. **LICENCE FEES:** \$1.00 per annum.
7. **SECURITY DEPOSIT:** Not required.

The Security Deposit is security for the performance of all obligations by the Licensee under this License. If the Licensee defaults in the performance of any obligation herein, ITLP may, without prejudice to any right or remedy hereunder, apply the said security to the extent necessary.
8. **TAXES:** ~~On demand from ITLP, the Licensee shall pay for any increase in taxes incurred due to the Licensee's improvements placed upon the Lands.~~
9. **MAINTENANCE, THEFT, REPAIR, SEARCH AND RESCUE, AND POLICING:**
a) The Licensee shall keep the Lands used in connection therewith in a neat and tidy condition.
b) Garbage removal and repair of vandalism found to be directly attributed to the existence of the improvements will be the sole responsibility of the Licensee.
10. **IMPROVEMENTS:**
a) All improvements placed upon the lands will be designed and engineered for an end use of weather station only.
b) The final location and design of the Improvements will be reviewed and approved by ITLP prior to commencement of construction.
11. **TIMBER:** The Licensee shall:
a) not cut or damage, or allow the cutting or damaging of trees, upon the Lands except in locations where the Improvements are approved by ITLP under section 10 of this Licence and,
b) ensure the felling of timber, where required, only occurs using fully certified and trained Fallers and a falling plan approved by ITLP.
12. **ROAD USE RULES:** If any ITLP road is used in connection with this License, the Licensee shall
a) strictly observe all speed limits and traffic regulations,
b) suspend use of ITLP roads whenever such use is likely to cause excessive damage to them,
c) ensure all security gates used in connection with this License remain operational, and
d) ensure that motor vehicle access to the Lands is restricted to the Licensee (or Licensee designate) as required for maintenance of improvements only.
13. **PROTECTION AGAINST FIRE:** The Licensee shall
a) ~~have on the Lands at all times firefighting tools and equipment as required by the BC Wildfire Regulation,~~

- b) immediately notify ITLP, the Ministry of Forests, and the local fire department upon discovery of any fire in the vicinity of the Lands, and
 - c) strictly observe ITLP and Ministry of Forests closure instructions with regard to forest fire hazards.
14. **ENVIRONMENTAL RESPONSIBILITY:**
- a) In exercising its rights under this Licence, the Licensee shall comply with all applicable environmental laws and implement practicable measures to protect environmental quality and human health on the Lands.
 - b) In exercising its rights under this Licence, the Licensee shall use the Lands in a manner to prevent the occurrence of any adverse environmental events and minimize potential environmental hazards that may affect ITLP and its contractors, invitees, licensees, employees, agents and servants, the public and the environment; and in connection with any adverse environmental event, the Licensee shall implement effective control measures and notify all concerned parties.
 - c) The Lands used by the Licensee shall be subject to environmental audits, as ITLP, in its sole discretion, thinks advisable.
15. **COMPLIANCE WITH LAWS AND REGULATIONS:** The Licensee shall comply with all laws, by-laws, and regulations, Federal, Provincial or otherwise.
16. **ASSUMPTION OF RISK AND LIABILITY OF LICENSEE:**
- a) ITLP has made no representations or given any warranties save as set forth herein.
 - b) The Licensee assumes all risk of damage to property of, or injury including death ("**Licensee Damage**") to, the Licensee and the Licensee's contractors, invitees, licensees, employees, agents and servants in connection with the Licensee's exercise of the privileges hereunder, except to the extent that such the Licensee Damage arises from the negligence ITLP, its contractors, invitees, licensees, employees, agents and servants
 - c) The Licensee shall pay for all damage to ITLP resulting directly or indirectly from any negligent act or omission of the said Licensee in exercising its privileges hereunder, and shall reimburse ITLP for all expenses incurred by ITLP for fighting fire to the extent that such expenses result directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder.
 - d) The Licensee shall indemnify and save harmless ITLP against all claims, damages, costs, suits, actions, expenses or liabilities asserted by the public or third party persons resulting directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder, except to the extent that such claims, damages, costs, suits, actions, expenses or liabilities arise from the negligence of ITLP, its contractors, invitees, licensees, employees, agents and servants.
17. **INSURANCE:** The Licensee shall obtain and maintain during the term hereof
- a) Comprehensive general liability insurance including non-owned automobile, covering bodily injury and property damage including loss of use thereof, and loss of use of tangible property which has not been physically injured or destroyed. The policy shall also include coverage for:
 - i) unlicensed and specially licensed vehicles,
 - ii) forest fire caused by the Licensee, Licensee's invitees, or members of the general public which are accessing the lands,
 - iii) contractual liability covering the Licensee's liability under this License; and
 - b) Motor vehicle liability covering all said Licensee's licensed vehicles (owned and leased) exercising privileges granted under this License. The minimum limits of liability for (a) and (b) shall be \$5,000,000 inclusive. Such insurance shall be issued by an insurance company acceptable to ITLP, and shall include an endorsement requiring thirty (30) days' notice to ITLP prior to cancellation. The Licensee shall furnish evidence of the insurance prescribed in sub-paragraphs (a) and (b) above to ITLP before exercising any privileges granted hereunder.
- Notwithstanding the foregoing, ITLP acknowledges that the Licensee may satisfy the foregoing insurance requirements through primary coverage or self-insured retention.**
18. **TERMINATION, SUSPENSION AND RENEWAL:**
- a) ITLP grants to the Licensee the right to extend the Term for one (1) further and consecutive periods of five (5) years each (each five-year extension being an "Extension Term") upon the same terms and conditions as are contained in this License. Either party may terminate this License by giving the other ninety (90) days' written notice, and if ITLP terminates this License for any reason, the unearned portion of any prepaid consideration shall be returned to the Licensee, without interest.
 - b) If the Licensee defaults, all privileges hereunder terminate ten (10) days after notice of default is given by ITLP to the Licensee, if the default is not remedied within such time. If the default cannot be remedied within ten (10) days, the Licensee must notify ITLP in writing. ITLP may consent to extend the time within which the Licensee must remedy the default for such time as is reasonably required by the Licensee to correct or cure the default, such consent not to be unreasonably withheld. ITLP's termination of this License shall not prejudice ITLP's right to collect damages on account of the Licensee's breach of any term hereof.
 - c) Any failure to exercise ITLP's right to terminate this License in case of default does not constitute a waiver of the Licensee's obligations to perform strictly in accordance with the terms of this License. Any such right to terminate shall remain in effect and may be exercised as long as the default continues.
 - d) On termination, the Licensee shall forthwith deactivate and/or remove any improvements placed on the Lands if requested by ITLP. Where requested, if such improvements are not deactivated and/or removed within one-hundred eighty (180) days of termination, ITLP will deactivate/remove the improvements at the Licensee's cost plus 15%.
 - e) The privileges granted under this License may be suspended and/or modified as ITLP, in its sole discretion, thinks advisable.
 - f) If the Licensee requests a renewal of this License at least three (3) months before the Expiry Date, ITLP may, but is not obligated to, grant a renewal on terms satisfactory to it.
19. **NON-ASSIGNMENT:** Neither this License nor the privileges hereunder may be assigned in whole or in part by operation of law or otherwise, without the previous written consent of ITLP.


20. **NOTICES:** All notices shall be written and deemed duly given if delivered by hand or mailed by registered mail, postage prepaid, addressed to the party concerned at the address herein set forth or at such other address as may from time to time be communicated by notice. Notices shall be deemed to have been received, if delivered by hand, on the day delivered, and, if mailed, on the third day after posting unless there is between the time of mailing and actual receipt a mail strike, slowdown or other dispute which might affect delivery of the mail, in which case notice shall be only effective when actually delivered.
21. **OTHER TERMS:**
- a) The existence of the Licensee's Improvements will by no means impair or interfere with ITLP's ability to harvest or develop its lands adjacent to the Improvements, provided that ITLP will not carry out any harvesting or development in such a manner as to interfere with or damage the Improvements or interfere with the Licensee's use of the Lands under this Licence.
 - b) The Licensee will utilize all reasonable means at its disposal to control, and report to ITLP Security, any illegal activities within or directly adjacent the Lands;
 - c) All public communications related to the Improvements must be discussed with and approved by ITLP's Manager of Sustainable Timberlands and Government Affairs.
 - d) Nothing in this Licence, or in the use of or expenditure of public funds upon ITLP lands as contemplated by this Licence, shall be construed as a dedication of ITLP lands as a public park, public lands, highway, or trail.
 - e) Notwithstanding their degree of affixation to the soil, or any rule of law to the contrary, the Improvements shall, for the Term of this Licence remain the sole property of the Licensee.
 - f) See Schedule B attached for additional partnership terms and conditions

22.

SIGNED:

**Island Timberlands Limited Partnership,
by its general partner Island Timberlands GP Ltd.
Real Estate Group
Per**

**Licensee
Regional District of Nanaimo**



Signature

Pip White

Type/Print Name

Director, Real Estate

Position

April 6th, 2018

Dated

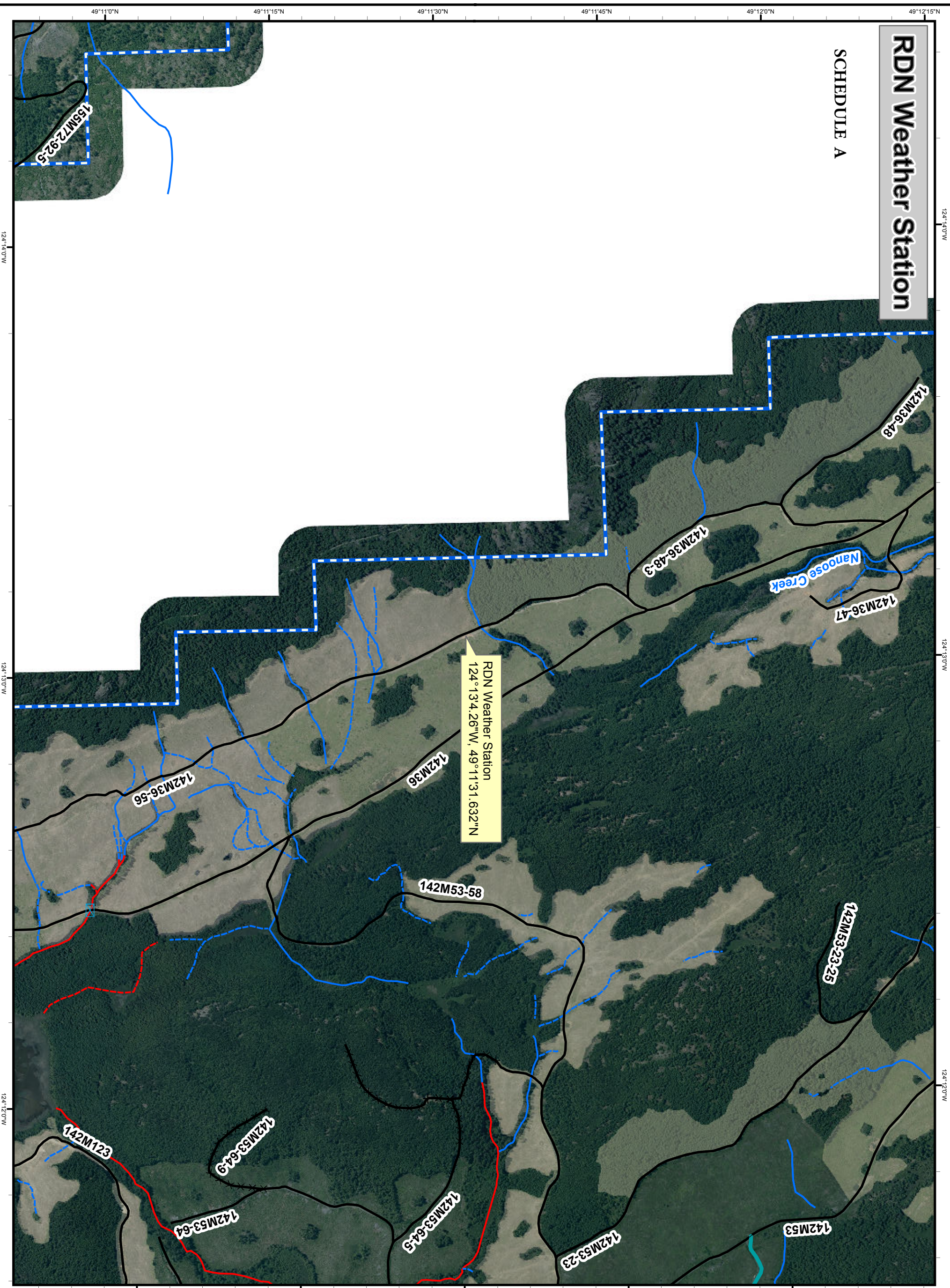
Signature

Type/Print Name

Position

RDN Weather Station

SCHEDULE A



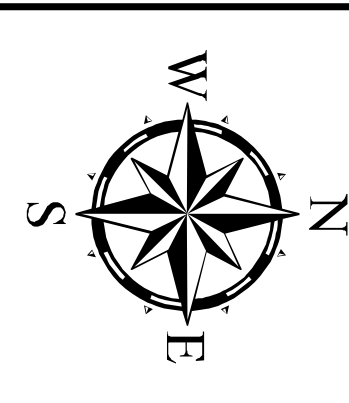
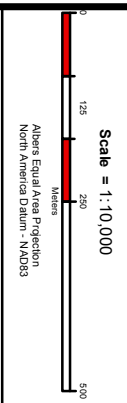
Legend

- Road Status**
- need activity to calc status
- Road Status**
- Built
- AAAA Deactivated
- XX X Inaccessible
- - - Engineered
- - - Recee
- - - Projected
- Highway
- Public/Paved
- Forest Service Road
- Mainline
- Branch
- Spur
- Others

Project: U:\V\A\comps_S\m_11x_17.mxd
 Plt Date: Feb 21, 2018
 Author: This map is intended to be plotted on media that is 17 inches wide by 11 inches high (Tabloid)
 Credits: Contents information licensed under the Open Government License - <http://www.data.gov/oc/open-government-licence>
 http://open.canada.ca/aler/open-government-licence-canada
Disclaimer
 Although we take great care in the preparation of this information and are confident in its accuracy, we do not warrant its accuracy, and it might be used for purposes other than those intended. Users assume the risk associated with the use of this information. This map should be directed to Island Timberlands - Private Planning Unit 1425 East Beaver Hwy, Victoria, BC V8P 1A0



Map Note
 requires relating to this map should be directed to Island Timberlands - Private Planning Unit 1425 East Beaver Hwy, Victoria, BC V8P 1A0



SCHEDULE 'B'

PARTNERSHIP TERMS & CONDITIONS

Appendix to Application for Non-Exclusive License on Island Timberlands Private Lands:

Weather / Climate Station in the Upper Nanoose Creek Watershed

Partnership Outline between Island Timberlands and Regional District of Nanaimo

Based on the mutual priority of collecting weather / climate information for the upper Nanoose Creek watershed, Island Timberlands and the Regional District of Nanaimo are engaging in a collaborative effort to install a real-time monitoring station to collect data on precipitation, relative humidity, wind speed and direction, temperature.

The partnership terms and contributions are outlined below.

1. Island Timberlands will provide the station site location and access. Travel to and from the site if needed will be in Island Timberlands vehicles.
2. Physical access to the site by Regional District of Nanaimo staff will only be in Island Timberlands (or their contractor's) vehicles and in the accompaniment of Island Timberlands staff.
3. Regional District of Nanaimo will cover the capital costs for the station instrumentation.
4. Island Timberlands will cover the station installation costs including the mast for mounting the instruments.
5. Island Timberlands and Regional District of Nanaimo will equally share the operating and maintenance costs that occur on an annual basis, if required.
6. Island Timberlands and Regional District of Nanaimo will have unrestricted access to the data collected at this site.
7. It is understood that this station is meant for long-term data collection.

Effective February 2018; these terms will be reviewed by both parties every 5-years.