

**COUNCIL MEETING AGENDA**

**MONDAY, NOVEMBER 21, 2011 - 6:00 P.M.**

1. **ADOPTION OF MINUTES**

- a) of the Council meeting held November 7, 2011 - Pages 1 to 3

***Recommendation: THAT the minutes of the Council meeting held November 7, 2011 be adopted.***

2. **APPROVAL OF AGENDA**

3. **PRESENTATIONS** - Nil

4. **DELEGATIONS**

- a) Margaret Spruit - Parksville Community and Conference Centre 2012 Budget - Pages 4 to 15  
*Presenting 2012 Budget and 5 Year Projected Budget for the Parksville Community and Conference Centre.*

5. **CORRESPONDENCE** - Nil

6. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE**

7. **UNFINISHED BUSINESS**

8. **REPORTS**

- a) Committee of the Whole - November 7, 2011 - Page 16

- (1) Director of Community Planning - Consideration of Council Resolution #11-214 Pertaining to "Deer"  
*Council Resolution #11-214 directed staff to explore options regarding a deer feeding prohibition and cull.*

***Recommendation: THAT staff be directed to prepare a bylaw which prohibits the feeding of deer within the City boundaries for Council's consideration.***

- (2) Parksville Curling Club - Request for Funding  
*The 2012 Canadian Direct Insurance BC Mens Curling Championship involves 16 of the top mens curling teams in BC and is the premier curling event for BC. The champion will go on to represent BC at the Tim Hortons Brier-Canadian Mens Championship in Saskatoon in March 2012.*

***Recommendation: THAT the City of Parksville contribute \$500 in funding to the Parksville Curling Club for the 2012 Canadian Direct Insurance BC Mens Curling Championship they are hosting from February 7 to 12, 2012; AND THAT funding be provided from Council Contingency.***

b) Director of Community Planning - Formal City Position Regarding the Regional District of Nanaimo Regional Growth Strategy - Pages 17 to 23

*The RDN requires formal comment within 60 days of receipt of the referral regarding the proposed "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011" for the Regional Growth Strategy. This Bylaw is substantially the same as the version that the City did not have concerns with in November 2010; therefore Staff is recommending a position of acceptance.*

**Recommendation: THAT the report from the Director of Community Planning dated October 20, 2010 entitled "Formal City Position regarding the Regional District of Nanaimo (RDN) Regional Growth Strategy" be received;  
AND THAT the Council of the City of Parksville advise the Regional District of Nanaimo (RDN) that it accepts the Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, No. 2011 as presented.**

c) Manager of Human Resources, Occupational Health & Safety - New Personnel Policy – Dealing with Threatening, Abusive, Violent or Potentially Violent Customers - Pages 24 to 31

*The review of the City's Corporate Policy Manual is an ongoing project. The purpose of this report is to introduce a personnel policy that outlines how to deal with threatening, abusive, violent or potentially violent customers to ensure the safety of our employees.*

**Recommendation: THAT the report from the Manager of Human Resources, Occupational Health & Safety dated November 15, 2011 entitled "New Personnel Policy – Dealing with Threatening, Abusive, Violent or Potentially Violent Customers" be received;  
AND THAT the draft 'Dealing with Threatening, Abusive, Violent or Potentially Violent Customers' Policy, as attached to the Manager of Human Resources' report dated November 15, 2011, be approved;  
AND FURTHER THAT staff be instructed to carry out the recommended action for dealing with threatening, abusive, violent or potentially violent customers as contained in the policy as attached to the Manager of Human Resources' report dated November 15, 2011.**

d) Chief Administrative Officer - Grant Application - Community Recreation Program Proposed Rathtrevor Greenway - Pages 32 to 36

*The City of Parksville has, for some time, given consideration to entering into a partnership with the Regional District of Nanaimo to provide an accessible, pedestrian oriented greenway linking Rathtrevor Provincial Park with the City of Parksville Community Park. A greenway is defined as a continuous corridor of pedestrian, bicycling and rollerblading routes in conjunction with wildlife habitat and interpretive signage. This project meets the criteria for the subject Community Recreation grant program and staff are requesting that Council authorize them to undertake the necessary steps to submit an application for funding towards this project.*

**Recommendation: THAT the report from the Chief Administrative Officer dated November 9, 2011 entitled "Grant Application – Community Recreation Program Proposed Rathtrevor Greenway" be received;  
AND THAT staff be directed to submit an application under the Community Recreation Program for funding toward construction of the "Rathtrevor Greenway" as described in this report;  
AND FURTHER THAT staff be authorized to pursue a partnership agreement with the Regional District of Nanaimo for the purposes of funding and construction of the proposed Rathtrevor Greenway.**

- e) Chief Administrative Officer - Arrowsmith Water Service 2011 Final Budget and 2012 to 2016 Financial Plan - Pages 37 to 46  
*Approval of the Arrowsmith Water Service 2011 Final Budget and 2012 to 2016 Financial Plan.*

**Recommendation: THAT the report from the Chief Administrative Officer dated November 17, 2011 entitled "Arrowsmith Water Service 2011 Final Budget and 2012 - 2016 Financial Plan" be received;**  
**AND THAT Council approve the 2011 Arrowsmith Water Service (AWS) Final Budget as outlined on Table 1 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated October 20, 2011 from the AWS Management Committee to the AWS Management Board;**  
**AND THAT Council approve the 2012 – 2016 AWS Financial Plan as outlined on Table 2 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated October 20, 2011 from the AWS Management Committee to the AWS Management Board;**  
**AND THAT staff be directed to include the 2011 AWS Final Budget changes in the City's 2011 – 2015 revised Final Plan for Councils consideration;**  
**AND FURTHER THAT staff be directed to include the AWS 2012 – 2016 Financial Plan amounts in the City's 2012 – 2016 Financial Plan for Council's consideration.**

- f) Chief Administrative Officer - Englishman River Water Service 2011 Final Budget and 2012 to 2016 Financial Plan - Pages 47 to 57  
*Approval of the Englishman River Water Service 2011 Final Budget and 2012 to 2016 Financial Plan.*

**Recommendation: THAT the report from the Chief Administrative Officer dated November 17, 2011 entitled "Englishman River Water Service 2011 Final Budget and 2012 - 2016 Financial Plan" be received;**  
**AND THAT Council approve the 2011 ERS Final Budget as outlined on Table 1 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated November 9, 2011 from the ERWS Management Committee to the ERWS Management Board;**  
**AND THAT Council approve the 2012 – 2016 ERWS Financial Plan as outlined on Table 2 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated November 9, 2011 from the ERWS Management Committee to the ERWS Management Board;**  
**AND THAT staff be directed to include the 2011 ERWS Final Budget changes in the City's 2011 – 2015 revised Final Plan for Councils consideration;**  
**AND FURTHER THAT staff be directed to include the ERWS 2012 – 2016 Financial Plan amounts in the City's 2012 – 2016 Financial Plan for Councils consideration.**

- g) Chief Election Officer - 2011 Municipal Election Results - Report to be distributed.

9. **BYLAWS** - Nil

10. **NOTICE OF MOTION**

- a) Councillor Sue Powell - Permissive Taxation Exemption - From the November 7, 2011 Regular Meeting of Council.

**Recommendation: WHERE AS Section 15 (1) of the Health Authority Act provides an exemption from property taxation if the property is being used for the "purposes" of the Health Authority Act;**

**AND WHERE AS the "purposes" of the Health Authority Act has been broadly determined to include:**

- **The establishment and maintenance of minimum provincial healthcare standards through provincial government mandate,**
- **The co-ordination of regional healthcare service planning and delivery (including providing housing for low-income citizens, seniors, and mentally and physically handicapped persons) through regional health authorities, and**
- **Providing a municipal tax exemption for property owned by regional health authorities that is being used for, or to support, the delivery of regional healthcare services;**

**AND WHERE AS the Property Assessment Appeal Board and the Supreme Court of British Columbia have determined that privately operated congregate care facilities located on Health Authority Land and privately held doctor offices located in hospitals are exempt from property taxation as those properties were determined to be being used for the "purposes" of the Health Authority Act;**

**AND WHERE AS the Provincial Government has since amended the Health Authority Act to further require that before an exemption is granted the Health Authority property is also being used "by or on behalf of the Health Authority" for the purposes of the Health Authority Act;**

**AND WHERE AS this amendment does not take effect to limit existing exemptions until the 2016 taxation year;**

**THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities lobby the Provincial Government to further amend the Health Authority Act to immediately exclude from property tax exemption any for profit congregate care facilities located on Health Authority properties.**

11. **NEW BUSINESS**

12. **SPECIAL BUSINESS (Closed/In Camera) - Nil**

13. **ADJOURNMENT**

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**TO BE ADOPTED****CITY OF PARKSVILLE****November 7, 2011**

Minutes of the Council meeting held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Monday, November 7, 2011 at 6:32 p.m.

**PRESENT:** His Worship A/Mayor C. Burger

Councillors: A. Greir  
T. Patterson  
S. Powell  
C. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer  
D. Comis, Director of Administrative Services  
G. Jackson, Director of Community Planning  
R. Harary, Director of Engineering & Operations  
D. Banks, Fire Chief  
D. Tardiff, Communications Officer  
A. Haywood, Executive Assistant

**1. ADOPTION OF MINUTES**

Lefebvre - Greir  
11-225 THAT the minutes of the Council meeting held October 17, 2011 be adopted.  
CARRIED.

**2. APPROVAL OF AGENDA**

Patterson - Powell-Davidson  
11-226 THAT the November 7, 2011 Council meeting agenda be approved. CARRIED.

**3. PRESENTATIONS**

- a) Fire Chief Doug Banks and Deputy Chief Marc Norris presented certificates to five members who have completed their Firefighter Level II Certification to the NFPA 1001 Standard for Professional Firefighter Qualification.
- b) Director of Administrative Services gave a presentation on FilePro - a searchable database of Council information that is located on the City's website.

**4. DELEGATION - Nil****5. CORRESPONDENCE**

- a) **Ms. Berni Pearce - E&N Land Grant - Hul'qumi'num Case: Violation of Indigenous Land Rights**  
Powell - Patterson  
11-227 THAT the correspondence from Berni Pearce date stamped October 28, 2011 regarding E&N Land Grant - Hul'qumi'num Case: Violation of Indigenous Land Rights be received. CARRIED.

**6. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil****7. UNFINISHED BUSINESS - Nil****PAGE****1**

8. REPORTS

a) Chief Administrative Officer - Council Appointments to the Englishman River Water Service Management Board

11-228 Greir - Powell-Davidson  
THAT the report from the Chief Administrative Officer dated October 21, 2011 entitled "Council Appointments to the Englishman River Water Service Management Board" be received;  
AND THAT Acting Mayor Chris Burger and Councillor Marc Lefebvre be appointed as the City of Parksville representatives on the Englishman River Water Service Management Board. CARRIED.

b) Director of Community Planning - Re-issuance of a Development Permit to Facilitate the Layout of a Master Planned Neighbourhood [422 Church Road and Renz Road Properties]

11-229 Greir - Powell-Davidson  
THAT the report from the Director of Community Planning dated October 26, 2011 entitled "Re-issuance of a Development Permit to Facilitate the Layout of a Master Planned Neighbourhood - 422 Church Road and Renz Road Properties" be received;  
AND THAT the development permit be re-issued to Cedar Ridge Estates Inc., Inc. No. 617113 as amended to permit the layout for a master planned neighbourhood with a requested variance to relax the RS-1 front-yard setback for future single-family residential lots from 7.5 metres to 4.5 metres on Lot 13, District Lot 21, Nanoose District, Plan 1902, except part in Plan VIP74752; Lot 1, District Lot 21, Nanoose District, Plan 34970, except part in Plan 45297; Lot "A", District Lot 21, Nanoose District, Plan 45297 [422 Church Road and Renz Road Properties];  
AND THAT tree removal operations shall be limited to those works necessary for RS-1 zoned lots and that they be done on a phase by phase basis;  
AND FURTHER THAT a landscaping security in the amount of \$353,659.80 be received prior to the issuance of the permit for the purpose of assuring the completion of the linear trail and agricultural buffer. CARRIED.

Councillor Powell-Davidson declared a conflict of interest as she is involved in the Santa Claus Parade. She left the meeting at 7:14 p.m.

c) Director of Engineering and Operations - Santa Claus Parade Special Event

11-230 Greir - Powell  
THAT the report from the Director of Engineering and Operations dated November 2, 2011 entitled "Special Event - Santa Claus Parade" be received;  
AND THAT the application to hold a Santa Claus Parade on Saturday, December 3 from 5:00 pm to 6:00 pm, following a designated route through City streets as indicated on the map attached to Event Application Form (1B) be approved;  
AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed terms and conditions form dated October 24, 2011, attached to the report from the Director of Engineering and Operations, dated November 2, 2011 entitled "Special Event - Santa Claus Parade". CARRIED.

Councillor Powell-Davidson returned to the meeting at 7:16 p.m.

9. BYLAWS - Nil

10. NOTICE OF MOTION - Nil

a) Councillor Powell - Permissive Taxation Exemption

Councillor Powell advised she will be bringing forward a motion at the next meeting of Council regarding permissive taxation exemption.

11. NEW BUSINESS - Nil

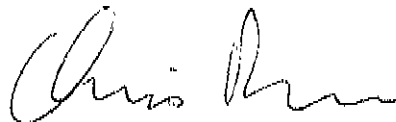
12. SPECIAL BUSINESS - Nil

13. ADJOURNMENT

It was moved by Councillor Lefebvre and seconded by Councillor Powell that the meeting adjourn. CARRIED.

The meeting adjourned at 7:24 p.m.

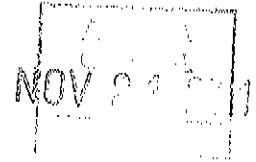
Certified Correct.



A/Mayor

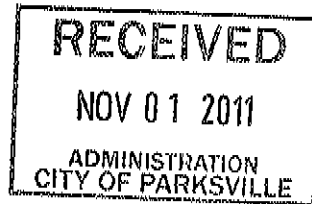


Corporate Officer



November 1, 2011

City of Parksville  
Box 1390  
Parksville, BC  
V9P 2H3



Attention: Fred Manson, Lucky Butterworth, City Council

Re: 2012 Budget & 5 year Projected Budget

Good Day

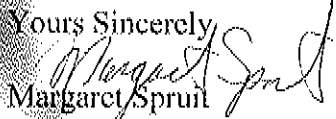
The Parksville Community Centre Society would like to submit their budget for next year. There are a few changes to make you aware of.

1. Under audit we are preparing to have a full audit done for the 2011 year which will take place in 2012.
2. We have added a new item list in hopes of tracking our extra event revenue.

We apologize for not having our budget in at the set date but there were some delays in having it approved.

If you have any questions please let us know and we would be happy to answer them.

Yours Sincerely



Margaret Spruit  
Executive Director

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## Budget for 2012 Year.

Ordinary Income/Expense	2010	2010	2011	2011	2012
Income	Budget	Actual	Budget	Projected	Budget
Facility Rentals					
Chrysler Theatre Rentals	\$20,607.00	\$18,802.74	\$23,000.00	\$19,314.21	\$20,279.92
Lion's Bar (Servery) Rental	\$2,233.00	\$784.00	\$1,417.95	\$1,078.00	\$1,155.00
Garry Oaks/Arbutus Rentals	\$30,056.00	\$25,127.50	\$31,625.00	\$27,230.01	\$28,591.51
Red Cedars/Maples Rentals	\$24,400.00	\$13,539.50	\$18,496.03	\$17,516.21	\$18,392.02
Rotary Kitchen Rentals	\$2,225.70	\$8,853.81	\$7,820.00	\$7,388.71	\$7,758.15
Seaside Hall Rentals	\$28,200.00	\$11,395.98	\$30,000.00	\$21,727.39	\$22,813.76
Whole Centre Rentals	\$16,200.00	\$13,598.00	\$19,636.02	\$20,043.80	\$21,045.99
<b>Total of All Rentals</b>	<b>\$123,921.70</b>	<b>\$92,101.53</b>	<b>\$131,995.00</b>	<b>\$114,298.33</b>	<b>\$120,036.35</b>
Net Incomes					
Net Catering	\$20,335.25	\$13,455.45	\$23,385.54	\$16,000.00	\$16,000.00
Net Equipment Rentals	\$9,900.00	\$7,151.10	\$11,385.00	\$8,000.00	\$8,400.00
concession		\$3,642.92	\$4,000.00	\$5,000.00	\$3,000.00
Special Events					\$3,000.00
Net Sound System Set Up					
Net Vending Machine	1000	\$1,104.20			
Set Up/Down Charges	\$18,711.00	\$13,254.00	\$21,517.65	\$18,000.00	\$18,900.00
<b>Total Net Income</b>	<b>\$49,946.25</b>	<b>\$38,607.67</b>	<b>\$60,288.19</b>	<b>\$47,000.00</b>	<b>\$49,300.00</b>
<b>Total Internal Revenues</b>					
Revenue Other					
City of PV Equity Reimbursement					
Gain on Disposal					
City of Parksville	\$141,689.43	\$155,942.50	\$191,905.11	\$190,438.71	\$223,837.84
Bottle Deposit		\$723.85			
Donations		\$81.41			
Interest		\$0.01			
Non-Refundable Deposits		\$2,478.01			
Other Revenue		\$2,991.32			
<b>Total Revenue Others</b>	<b>\$141,689.43</b>	<b>\$162,217.10</b>	<b>\$191,905.11</b>	<b>\$190,438.71</b>	<b>\$223,837.84</b>

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Total Income	\$315,557.38	\$384,188.30	\$351,737.04	\$393,174.19
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Ordinary Income/Expense	2010 Budget	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Accounting and Legal					
Accounting	\$1,500.00	\$1,288.75	\$1,442.00	\$1,400.00	\$1,442.00
Audit	\$3,600.00	\$3,700.00	\$3,811.00	\$3,750.00	\$7,000.00
Legal		\$25.00			
Total Accounting and Legal	\$5,100.00	\$5,013.75	\$5,253.00	\$5,150.00	\$8,442.00
Administration/Overhead					
Amortization Expense					
Bank Charges, Interest, POS	\$1,900.00	\$2,184.53	\$1,957.00	\$1,900.00	\$1,957.00
Computer System Maint	\$1,500.00	\$453.77	\$1,500.00	\$1,500.00	\$1,545.00
Membership Dues	\$500.00	\$342.25	\$400.00	\$400.00	\$412.00
Petty Cash		\$29.99			
Office Supplies	\$4,000.00	\$1,247.23	\$3,000.00	\$3,000.00	\$3,090.00
Photocopier	\$1,080.00	\$1,705.39	\$1,800.00	\$2,000.00	\$2,060.00
Postage, Courier, Freight	\$800.00	\$989.47	\$800.00	\$800.00	\$824.00
Prof. Dev./ Incentives	\$4,000.00	\$1,196.55	\$2,575.00	\$2,575.00	\$2,652.25
Staff Travel	\$2,500.00	\$1,855.81	\$2,000.00	\$2,000.00	\$2,060.00
Total Administration/Overhead	\$16,280.00	\$10,004.99	\$14,032.00	\$14,175.00	\$14,600.25
Advertising & Promotion					
Advertising & Promotion	\$15,000.00	\$9,322.05	\$12,000.00	\$10,000.00	\$12,360.00
Business Development	\$3,800.00	\$1,758.38	\$3,000.00	\$3,501.01	\$3,600.00
Website Maintenance	\$1,000.00	\$1,110.00	\$1,000.00	\$1,000.00	\$1,100.00
Total Advertising & Promotion	\$19,800.00	\$12,190.43	\$16,000.00	\$14,501.01	\$17,060.00
Board Liability Insurance	\$1,200.00	\$1,065.00	\$1,200.00	\$950.00	\$978.50
Insurance	\$5,200.00	\$5,273.00	\$5,400.00	\$4,691.07	\$4,831.80
Total Insurance	\$6,400.00	\$6,338.00	\$6,600.00	\$5,641.07	\$5,810.30

Kitchen

PAOOL

Kitchen Equip. Rentals	\$2,000.00	\$1,375.86	\$2,000.00	\$2,000.00	\$2,060.00
Kitchen Supplies	\$4,500.00	\$2,345.04	\$3,000.00	\$3,000.00	\$3,090.00
Laundry/Cleaning Linens	\$4,000.00	\$3,280.66	\$4,000.00	\$3,500.00	\$3,605.00
Repair/Maint. Kitchen Equip.	\$500.00	\$710.00	\$500.00	\$500.00	\$515.00
VIHA Kitchen License	\$250.00	\$250.00	\$250.00	\$250.00	\$257.50
<b>Total Kitchen</b>	<b>\$11,250.00</b>	<b>\$7,961.56</b>	<b>\$9,750.00</b>	<b>\$9,250.00</b>	<b>\$9,527.50</b>

Ordinary Income/Expense	2010	2010	2011 year		
Expense	Budget	Actual	Budget		
Net Utilities					
Hydro	\$16,230.00	\$13,391.14	\$16,230.00	\$14,000.00	\$15,000.00
Internet	\$1,500	3396.74	1500	\$1,500.00	\$1,550.00
Natural Gas	\$20,305.00	\$10,036.14	\$18,540.00	\$18,540.00	\$19,096.20
Telephone/Fax	\$2,500.00	\$3,048.46	\$2,500.00	\$2,703.91	\$2,790.00
<b>Total Net Utilities</b>	<b>\$40,535.00</b>	<b>\$29,872.48</b>	<b>\$38,770.00</b>	<b>\$36,743.91</b>	<b>\$38,436.20</b>

Other Expenses					
Catering	\$10,000.00	\$6,165.39	\$7,000.00	\$7,000.00	\$7,210.00
Coffee Supplies	\$5,000.00	\$3,192.78	\$3,360.00	\$3,360.00	\$3,460.80
Concession		\$2,335.80		\$250.00	\$257.50
Special Events					\$1,000.00
Meeting Room Equipment/Supplie	\$1,500.00	\$326.94	\$1,500.00	\$1,759.91	\$1,800.00
Miscellaneous		(\$307.66)		\$900.00	
Piano					
Society Expenses	\$500	\$423.65	\$500.00	\$500.00	\$500.00
Other Expenses		\$1,250.59			
<b>Total other Expenses</b>	<b>\$17,000.00</b>	<b>\$13,387.49</b>	<b>\$12,360.00</b>	<b>\$13,769.91</b>	<b>\$14,228.30</b>

Repairs					
Electrical		\$1,580.70		\$100.00	
Fire Alarm Systems	\$1,500.00	\$839.26	\$1,500.00	\$1,000.00	\$1,030.00
Janitorial Services/Floor Maint.	\$1,500.00		\$1,500.00	\$2,076.00	\$2,060.00
Janitorial Supplies	\$5,000.00	\$4,469.37	\$5,000.00	\$5,000.00	\$5,150.00
Repairs/Maint. Building	\$20,000.00	\$15,071.84	\$20,000.00	\$20,000.00	\$20,000.00
<b>Total Repairs</b>	<b>\$28,000.00</b>	<b>\$20,380.47</b>	<b>\$28,000.00</b>	<b>\$28,176.00</b>	<b>\$28,240.00</b>

Uncategorized Expenses

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<b>Wage Expenses</b>					
Casual Contract Labour	\$1,000.00	\$2,253.00	\$1,500.00	\$1,500.00	\$1,500.00
Administrative Wages	\$99,000.00	\$105,154.58	\$149,934.20	\$149,934.20	\$149,934.20
CPP Expenses	\$7,133.45	\$5,961.14	\$10,507.84	\$10,507.84	\$10,507.84
EI Expenses	\$2,493.10	\$3,652.18	\$3,672.43	\$3,672.43	\$3,672.43
Janitorial Wages	\$45,110.00	\$35,274.44	\$62,345.40	\$62,345.40	\$62,345.40
Staff Benefit/RSSP Packages	\$5,100.00		\$11,926.66	\$11,926.63	\$15,157.80
Vacation Pay Accured	\$5,764.40	\$18,105.79	\$12,736.77	\$12,736.77	\$12,736.77
WCB Expenses	\$800.00	\$748.50	\$800.00	\$975.20	\$975.20
<b>Total Wage Expenses</b>	<b>\$166,400.95</b>	<b>\$171,149.63</b>	<b>\$253,423.30</b>	<b>\$253,598.47</b>	<b>\$256,829.64</b>

Total Expenses	\$310,765.95	\$280,263.38	\$384,188.30	\$381,005.37	\$393,174.19
Ordinary Income/Expense					

**Reserve Funds**

Capital Reserve Fund					\$20,000.00
Operating Reserve Fund					\$20,000.00
<b>Total Expenses and Reserve Fund</b>					<b>\$433,174.19</b>

Capital Projects cutlery					\$15,000.00
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## Appendix 1: Budget Building Expenses 2012

Insurance	4,832
Hydro	13,390
Natural Gas	19,096
Kitchen Equipment Rentals	2,060
Kitchen Supplies	3,090
VIHA Kitchen Licence	257.5
Fire Alarm and Emergency Systems	1030
Janitorial Supplies	5,150
Janitorial Services/floor finish	2,060
Linen Cleaning	3,605
Repl. & Repair Serving Equipment	515
Repairs & Maint. Building	20,000
Janitorial Wages	62,345
Administrative Wages 25%	37,484
Employer costs	6,729
Staff benefits	6,663
Work Safe Expenses	975.2
Casual Contract Labour	1500
Total:	190,782

## Appendix 2: Administrative Expenditures 2012

Accounting	1,442
Audit	7,000
Bank Charges & Interest	1,957
Computer Sys. Maintenance	1,545
Membership Dues	412
Office Supplies	3,090
Photocopier	2,060
Postage, Courier, Freight	824
Professional Development	2,652
Staff Travel	2,060
Telephone	2,790
Internet	1,550
Marketing	12,360
Business Development	3,600
Website Maintenance	1,100
Board Liability Insurance	979
Catering	7,210
Coffee Supplies	3,460
Concession	258
Special Events	1,000
Meeting Room Supplies	1,800
Society expenses	500
Administrative Wages	112,451
Staff benefits	10,105
Employers Costs	20,188
Total	202,392

**Appendix 3: Budget Capital Expenditures**

Description:	Required Items	E Budget	Actual	Esitimated Buc Actual		Esitimated Budget	Actual
		2009	2009	2010	2010	2012	2012
Stage Curtains							
Bar Upgrades	\$8,000.00						
Carpeting for Meeting Room		\$10,000.00	\$9,564.41				
Tiling for Meeting Room		\$6,000.00	\$5,841.42				
Audio TV/DVD				\$2,467.91	\$5,794.26		
TV /Audio Wiring				\$4,000.00	\$3,587.87		
2010 Olympic Set up Con.		\$7,000.00	\$4,000.00	\$1,000.00	\$2,500.00		
2010 Olympic Promo & equip		\$3,000.00	\$3,000.00				
Seaside Refinshing	\$38,000	\$5,760.00	\$5,760				
Burmisher		\$2,000.00	\$1,492.65				
Electrical Dimmer Pack		\$5,000.00	\$5,000.00				
Computer for ED Office		\$1,500.00	\$1,500.00				
Tables		\$1,100.00	\$1,100.00				
Fire 5 Year Replacement Batteries		\$1,925.53	\$1,925.53				
Bistro Tables/Chairs		\$2,068.64					
Banquet Chairs	\$5,000.00			\$1,323.52			
Tables	\$8,000.00						
cutlery	\$15,000.00					\$15,000.00	
dishes	\$10,000.00						
Painting out side of building							
Painting inside of building							
windows							
lights							
man lift	\$8,000.00						
Lift for stage							
<b>TOTAL EXPENDITURES</b>		\$45,354.17	\$39,184.01	\$8,791.43	\$11,882.13	\$15,000.00	

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**Ordinary Income/Expense Five Year Forecast**

	Budget for 2011	2011 Actual	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015	Budget for 2016
<b>Income</b>							
<b>Facility Rentals</b>							
Chrylser Theatre Rentals	\$23,000.00		\$20,279.92	\$20,888.32	\$21,514.97	\$22,160.42	\$22,825.23
Lion's Bar (Servery) Rentals	\$1,417.95		\$1,155.00	\$1,189.65	\$1,225.34	\$1,262.10	\$1,299.96
Gary Oaks/Arbutus Rentals	\$31,625.00		\$28,591.51	\$29,449.26	\$30,332.74	\$31,242.72	\$32,180.00
Red Cedars/Maples Rentals	\$18,496.03		\$18,392.02	\$18,943.78	\$19,512.09	\$20,097.45	\$20,700.37
Rotary Kitchen Rentals	\$7,820.00		\$7,758.15	\$7,990.89	\$8,230.62	\$8,477.54	\$8,731.87
Seaside Hall Rentals	\$30,000.00		\$22,813.76	\$23,498.17	\$24,203.12	\$24,929.21	\$25,677.09
Whole Facility Rentals	\$19,636.02		\$21,045.99	\$21,677.37	\$22,327.69	\$22,997.52	\$23,687.45
Facility Rentals Other							
<b>Total of All Rentals</b>	<b>\$131,995.00</b>		<b>\$120,036.35</b>	<b>\$123,637.44</b>	<b>\$127,346.57</b>	<b>\$131,166.96</b>	<b>\$135,101.97</b>
<b>Net Incomes</b>							
<b>Concession</b>							
Net Catering	\$23,385.54		\$16,000.00	\$16,480.00	\$16,974.40	\$17,483.63	\$18,008.14
Net Equipment Rentals	\$11,385.00		\$8,400.00	\$8,652.00	\$8,911.56	\$9,178.91	\$9,454.20
Concession	\$4,000.00		\$3,000.00	\$3,090.00	\$3,182.70	\$3,278.18	\$3,376.53
Special Events			\$3,000.00	\$3,090.00	\$3,182.70	\$3,278.18	\$3,376.53
Net Sound Stystem Set Up							
Net Vending Machine							
SetUp/Down Charges	\$21,517.65		\$18,900.00	\$19,467.00	\$20,051.01	\$20,652.54	\$21,272.12
<b>Total Net Income</b>	<b>\$60,288.19</b>		<b>\$49,300.00</b>	<b>\$50,779.00</b>	<b>\$52,302.37</b>	<b>\$53,871.44</b>	<b>\$55,487.52</b>
<b>Revenue Other</b>							
City of PV Equity Reimbursment							
Gain of Disposal							
City of Parksville	\$191,905.11		\$223,837.84	\$231,368.41	\$238,235.86	\$246,000.93	\$254,382.89
Bottle Deposit							
Donations							
Interest							
Non-Refundable Deposits							
Revenues Other- Other							
<b>Total Revenue Others</b>	<b>\$191,905.11</b>		<b>\$223,837.84</b>	<b>\$231,368.41</b>	<b>\$238,235.86</b>	<b>\$246,000.93</b>	<b>\$254,382.89</b>
<b>Total Income</b>	<b>\$384,188.30</b>		<b>\$393,174.19</b>	<b>\$405,784.85</b>	<b>\$417,884.80</b>	<b>\$431,039.33</b>	<b>\$444,972.38</b>

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**Ordinary Income/Expense Five Year Forecast**

Expenses	Budget for 2011	2011 Actual	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015	Budget for 2016
<b>Misc. Expenses</b>							
<b>Accounting and Legal</b>							
Accounting	\$1,442.00		\$1,442.00	\$1,485.26	\$1,529.82	\$1,575.71	\$1,622.98
Audit	\$3,811.00		\$7,000.00	\$4,043.09	\$4,164.38	\$4,289.31	\$4,417.99
Legal							
<b>Total Accounting and Legal</b>	<b>\$5,253.00</b>		<b>\$8,442.00</b>	<b>\$5,528.35</b>	<b>\$5,694.20</b>	<b>\$5,865.02</b>	<b>\$6,040.97</b>
<b>Administration/Overhead</b>							
Amortization/Overhead							
Bank Charges, Interest, POS	\$1,957.00		\$1,957.00	\$2,015.71	\$2,076.18	\$2,138.47	\$2,202.62
Computer System Maint.	\$1,500.00		\$1,545.00	\$1,591.35	\$1,639.09	\$1,688.26	\$1,738.91
Membership Dues	\$400.00		\$412.00	\$424.36	\$437.09	\$450.20	\$463.71
Office Petty Cash							
Office Supplies	\$3,000.00		\$3,090.00	\$3,182.70	\$3,278.18	\$3,376.53	\$3,477.83
Photocopier	\$1,800.00		\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.01	\$2,318.54
Postage, Courier, Freight	\$800.00		\$824.00	\$848.72	\$874.18	\$900.41	\$927.42
Prof. Dev./Incentives	\$2,575.00		\$2,652.25	\$2,731.82	\$2,813.77	\$2,898.18	\$2,985.13
Staff Travel	\$2,000.00		\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.01	\$2,318.54
<b>Total Administration/Overhead</b>	<b>\$14,032.00</b>		<b>\$14,600.25</b>	<b>\$15,038.26</b>	<b>\$15,489.39</b>	<b>\$15,954.07</b>	<b>\$16,432.70</b>
<b>Advertising &amp; Promotion</b>							
Advertising & Promotion	\$12,000.00		\$12,360.00	\$12,730.80	\$13,112.72	\$13,506.10	\$13,911.28
Business Development	\$3,000.00		\$3,600.00	\$3,708.00	\$3,819.24	\$3,933.82	\$3,933.82
Website Maintenance	\$1,000.00		\$1,100.00	\$1,133.00	\$1,166.99	\$1,202.00	\$1,238.06
<b>Total Advertising&amp;Promotion</b>	<b>\$16,000.00</b>		<b>\$17,060.00</b>	<b>\$17,571.80</b>	<b>\$18,098.95</b>	<b>\$18,641.92</b>	<b>\$19,083.16</b>
<b>Insurance</b>							
Board Liability Insurance	\$1,200.00		\$978.50	\$1,007.86	\$1,038.10	\$1,069.24	\$1,101.32
Insurance	\$5,400.00		\$4,831.80	\$4,975.93	\$5,125.21	\$5,278.97	\$5,437.34
<b>Total Insurance</b>	<b>\$6,600.00</b>		<b>\$5,810.30</b>	<b>\$5,983.79</b>	<b>\$6,163.31</b>	<b>\$6,348.21</b>	<b>\$6,538.66</b>
<b>Kitchen</b>							
Kitchen Equip. Rentals	\$2,000.00		\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.01	\$2,318.54
Kitchen Supplies	\$3,000.00		\$3,090.00	\$3,182.70	\$3,278.18	\$3,376.53	\$3,477.83
Laundry/ Cleaning Linens	\$4,000.00		\$3,605.00	\$3,713.15	\$3,824.54	\$3,939.28	\$4,057.46
Repair/Maint. Kitchen Equip.	\$500.00		\$515.00	\$530.45	\$546.36	\$562.75	\$579.63
ViHA Kitchen License	\$250.00		\$257.50	\$265.23	\$280.00	\$280.00	\$280.00
<b>Total Kitchen</b>	<b>\$9,750.00</b>		<b>\$9,527.50</b>	<b>\$9,813.33</b>	<b>\$10,114.53</b>	<b>\$10,409.57</b>	<b>\$10,713.46</b>

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**Ordinary Income/Expense Five Year Forecast**

	Budget for 2011	2011 Actual	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015	Budget for 2016
<b>Net Utilities</b>							
Hydro	\$16,230.00		\$15,000.00	\$15,450.00	\$15,913.50	\$16,390.91	\$16,882.61
Internet	\$1,500.00		\$1,550.00	\$1,596.50	\$1,644.40	\$1,693.73	\$1,744.54
Natural Gas	\$18,540.00		\$19,096.20	\$19,669.09	\$20,259.16	\$20,866.93	\$21,492.94
Telephone/Fax	\$2,500.00		\$2,790.00	\$2,873.77	\$2,959.91	\$3,048.71	\$3,140.17
<b>Total Net Utilities</b>	<b>\$38,770.00</b>		<b>\$38,436.20</b>	<b>\$39,589.36</b>	<b>\$40,776.97</b>	<b>\$42,000.28</b>	<b>\$43,260.26</b>

<b>Other Expenses</b>							
Catering	\$7,000.00		\$7,210.00	\$7,426.30	\$7,649.09	\$7,878.56	\$8,114.92
Coffee Supplies	\$3,360.00		\$3,460.80	\$3,564.62	\$3,671.56	\$3,781.71	\$3,895.16
Concession			\$257.50	\$2,060.00	\$2,120.00	\$2,200.00	\$2,266.00
Special Events			\$1,000.00	\$1,030.00	\$1,060.90	\$1,092.73	\$1,125.51
Meeting Room Equip/Supplies	\$1,500.00		\$1,800.00	\$1,854.00	\$1,909.62	\$1,966.91	\$2,025.92
Miscellaneous							
Piano							
Society Expenses	\$500.00		\$500.00	\$515.00	\$530.45	\$546.36	\$562.75
Other Expenses							
<b>Total Other Expenses</b>	<b>\$12,360.00</b>		<b>\$14,228.30</b>	<b>\$16,449.92</b>	<b>\$16,941.62</b>	<b>\$17,466.27</b>	<b>\$17,990.26</b>

<b>Repairs</b>							
Electrical							
Fire Alarm Systems	\$1,500.00		\$1,030.00	\$1,060.90	\$1,092.73	\$1,125.51	\$1,159.28
Janitorial Services/ Floor Maint.	\$1,500.00		\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.01	\$2,318.54
Janitorial Supplies	\$5,000.00		\$5,150.00	\$5,304.50	\$5,463.64	\$5,627.55	\$5,796.38
Repairs/Maint Building	\$20,000.00		\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18
<b>Total Repairs</b>	<b>\$28,000.00</b>		<b>\$28,240.00</b>	<b>\$29,087.20</b>	<b>\$29,959.82</b>	<b>\$30,858.61</b>	<b>\$31,784.38</b>

	Start of cont.	no raise	3.00%		3%
<b>Uncategorized Expenses</b>					
<b>Wage Expenses</b>	VP 6%			VP 8%	
Casual Contract Labour	\$1,500.00	\$1,500.00	\$1,700.00	\$1,750.00	\$1,800.00
Administrative Wages	\$149,934.2	\$149,934.20	\$154,452.23	\$159,065.20	\$163,837.16
CPP Wages	\$10,507.84	\$10,507.84	\$10,823.28	\$11,150.56	\$11,481.32
EI Wages	\$3,672.43	\$3,672.43	\$3,782.68	\$3,896.08	\$4,012.96
Janitorial Wages	\$62,345.40	\$62,345.40	\$64,215.76	\$66,142.23	\$68,126.50
Staff Benefit/RSSP Packages	\$11,926.66	\$15,157.80	\$15,612.53	\$16,080.91	\$16,563.34
Vacation Pay Accrued	\$12,736.77	\$12,736.77	\$13,118.87	\$13,512.44	\$14,593.44
WCB Expenses	\$800.00	\$975.20	\$1,004.46	\$1,034.59	\$1,065.63
Wage Expenses- Other					
<b>Total Wage Expenses</b>	<b>\$253,423.30</b>	<b>\$256,829.64</b>	<b>\$264,709.81</b>	<b>\$272,632.01</b>	<b>\$281,480.35</b>
<b>Total Expenses</b>	<b>\$384,188.30</b>	<b>\$393,174.19</b>	<b>\$405,784.85</b>	<b>\$417,884.80</b>	<b>\$431,039.33</b>
Capital Reserve					
sub. Total	\$384,188.30	\$393,174.19	\$405,784.85	\$417,884.80	\$431,039.33

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**Ordinary Income/Expense Five Year Forecast**

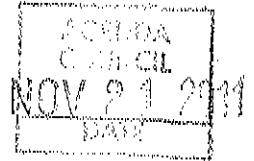
	Budget for 2011	2011 Actual	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015	Budget for 2016
Reserve Fund							
Operating Reserve Fund			\$20,000.00	\$20,000.00	\$20,000.00		
Capital Reserve Fund			\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
<b>Total Expenses and Reserve Funds</b>			<b>\$433,174.19</b>	<b>\$445,784.85</b>	<b>\$457,884.80</b>	<b>\$451,039.33</b>	<b>\$454,972.38</b>

Capital Projects							
Cutlery			\$15,000.00				
See Capital Expenditures for further projects Five Year Forecast			\$15,000.00	\$15,000.00	\$17,500.00	\$18,000.00	\$16,000.00

Ordinary Income/Expense	Cost of Items	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015	Budget for 2016
Expense						
things for Centre:						
live site/wiring up grade						\$8,000.00
Bar Update	\$8,000.00					
Glasses	\$5,000.00			\$5,000.00		
tables	\$8,000.00					
Chairs	\$5,000.00		\$5,000.00			
Man Lift	\$8,000.00					\$8,000.00
Bistro Tables	\$2,500.00			\$2,500.00		
Staging Equipment	\$10,000.00				\$10,000.00	
Audio Equipment	\$2,000.00			\$2,000.00		
Website Upgrade	\$8,000.00			\$8,000.00		
tables	\$8,000.00				\$8,000.00	
Cutlery	\$15,000.00	\$15,000.00				
Dishes	\$10,000.00		\$10,000.00			
Painting Out side building						
Painting In side building						
windows						
lights	\$20,000.00					
lift for stage	\$14,000.00					
re Sea Side Floor	\$38,000.00					
		\$15,000.00	\$15,000.00	\$17,500.00	\$18,000.00	\$16,000.00

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November 8, 2011



**REPORT TO: MAYOR AND COUNCIL**  
**FROM: COMMITTEE OF THE WHOLE**  
**SUBJECT: NOVEMBER 7, 2011 MEETING RECOMMENDATIONS**

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The following items were considered by the Committee of the Whole at its meeting held Monday, November 7, 2011:

**RECOMMENDATION**

- (1) **Director of Community Planning - Consideration of Council Resolution #11-214 Pertaining to "Deer"**

**THAT** staff be directed to prepare a bylaw which prohibits the feeding of deer within the City boundaries for Council's consideration.

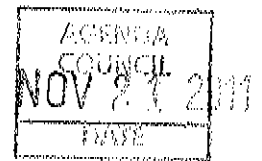
- (2) **Parksville Curling Club - Request for Funding**

**THAT** the City of Parksville contribute \$500 in funding to the Parksville Curling Club for the 2012 Canadian Direct Insurance BC Mens Curling Championship they are hosting from February 7 to 12, 2012;

**AND THAT** funding be provided from Council Contingency.

A handwritten signature in cursive script, appearing to read "Chris Burger".

CHRIS BURGER, Chair  
COMMITTEE OF THE WHOLE



October 20, 2011

**REPORT TO:** F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER

**FROM:** G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING

**SUBJECT:** FORMAL CITY POSITION REGARDING THE REGIONAL DISTRICT OF NANAIMO (RDN)  
REGIONAL GROWTH STRATEGY

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**Issue:**

Formal City position regarding the RDN Regional Growth Strategy

**Executive Summary:**

The RDN requires formal comment within 60 days of receipt of the referral regarding the proposed "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011" for the Regional Growth Strategy. This Bylaw is substantially the same as the version that the City did not have concerns with in November 2010; therefore Staff is recommending a position of acceptance.

**References:**

October 12, 2011 [Referral] Letter from RDN  
Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011 (See <http://www.shapingourfuture.ca/>)  
City letter to the RDN dated November 16, 2010

**Background:**

The RDN has now reached the statutory phase for a new Regional Growth Strategy. The Bylaw has now been introduced and received first and second readings and has been subject of two public hearings. The City has now received a formal referral and is required to provide comment within 60 days of receipt of the referral. The RDN's covering letter, which is attached, outlines the options pertaining to the response.

The Regional District's Growth Strategy Update process, which is an update of the 2003 Strategy, has been on-going for some time [since 2007] and events to reach this stage are well documented on the RDN's website at <http://www.shapingourfuture.ca/>. After initial public input stages a draft was created in 2009. City Staff and Council members have participated in and monitored the RGS Update process from the onset, through Staff attendance at Intergovernmental Advisory Committee meetings, attendance at RDN workshops, and through direct liaison and discussion regarding specific topics. There were various issues that required a resolution to the satisfaction of member municipalities and the electoral areas as represented by the RDN. After numerous working sessions on the topics involved, resolution was reached resulting in a draft document being released for further public input. The revised draft was dated April 8<sup>th</sup>, 2011 and formed the basis for the third phase of public consultation. As a result of feedback some minor amendments were made. The City's prior formal comments to the RDN are shown on the attached letters from the City to the RDN and indicated acceptance of the RGS Update as at that date.

**FORMAL CITY POSITION REGARDING  
THE RDN REGIONAL GROWTH STRATEGY**

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Subsequent to the above, the RGS Bylaw was given first and second reading on June 28, 2011 and new comments were received from First Nations and provincial government agencies requesting some revisions. The RDN Board agreed to make a small number of minor changes that included amending/adding text to address Green House Gas Targets [which predominantly reflects the Provincial Government requirement], First Nations Treaty Settlement Lands, and language emphasizing collaboration with the Provincial government to implement various policies. Several of the changes requested by different agencies reflected a desire to see a higher level of detail included in the RGS. However, this was not consistent with the direction provided by the municipalities and the RDN Board agreed that adding more detail to the draft RGS was not appropriate considering the previous input from the member municipalities.

One more change was made to the RGS at the request of the Town of Qualicum Beach. The change to the Growth Containment Boundary for the Town of Qualicum Beach is already recognized by its recently adopted Official Community Plan and the proposed change to the RGS Bylaw No. 1615 was consistent with the direction of their OCP that has undergone a full public review process.

At this time both Lantzville and Qualicum Beach have indicated acceptance and the City of Nanaimo intends to establish its position at an October 31, 2011 meeting.

**Options:**

Council may:

1. Accept the Regional Growth Strategy Bylaw No. 1615 as presented.
2. Refuse to accept the Regional Growth Strategy Bylaw No. 1615 as presented.
3. Determine not to respond to the referral.

**Analysis:**

With the exception of the few changes noted above, this is the same Draft of the RGS that the municipalities expressed support for back in March of this year. Therefore an indication of acceptance would be consistent with Council's expressed position as it November 15, 2010. Staff does not believe that the changes described are sufficiently significant to warrant further detailed examination or discussion of the topics represented.

Refusal of acceptance would require a Council resolution in which reasons for objection are identified. This would trigger the commencement of a dispute resolution process administered by the Province. Cost-sharing of the dispute resolution process is also required.

A lack of response to the referral within the prescribed 60 days constitutes acceptance.

**Financial Implications:**

Costs associated with preparing and reviewing materials are absorbed within current budget allocations.

**Sustainability Implications:**

This administrative topic is sustainability neutral.

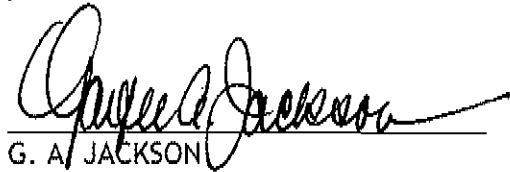
**FORMAL CITY POSITION REGARDING  
THE RDN REGIONAL GROWTH STRATEGY**

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**Recommendation:**

That the report from the Director of Community Planning dated October 20, 2010 entitled "Formal City Position regarding the Regional District of Nanaimo (RDN) Regional Growth Strategy" be received;

And That the Council of the City of Parksville advise the Regional District of Nanaimo (RDN) that it accepts the Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, No. 2011 as presented.




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G. A. JACKSON

GAJ/sh  
Attachments

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**DIRECTOR OF ENGINEERING & OPERATIONS COMMENTS:**



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R. M. HARARY

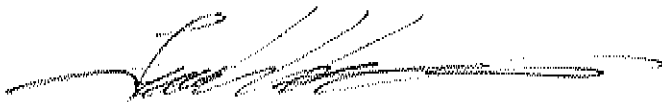
**DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:**



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D. COMIS

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



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F. MANSON, C.G.A.

Gayle



October 12, 2011

Correspondence via e-mail from pthompson@rdn.bc.ca

City of Parksville,  
100 Jensen Avenue East  
PO Box 1390  
Parksville, BC V9P 2H3

Attention: Mayor Chris Burger

Dear Mayor Burger:

**RE: REGIONAL GROWTH STRATEGY BYLAW NO. 1615  
FORMAL REFERRAL**

Enclosed for your local government's consideration of acceptance is "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615". The *Local Government Act* (Section 857) requires proposed regional growth strategy bylaws to be referred to *affected local governments* (member municipalities and adjacent regional districts) for acceptance *after* holding a public hearing and *before* the RDN can consider adoption of the bylaw.

Following the initial first and second reading of Regional Growth Strategy Bylaw No. 1615 on June 28, 2011, the RDN Board gave an amended second reading to the Bylaw on August 23, 2011 and another amended second reading on September 13, 2011. Public hearings for the Bylaw were subsequently held on October 5 and 6, 2011 in the City of Nanaimo and Town of Qualicum Beach. On October 11, 2011 the RDN Board accepted a report summarizing the proceedings of the public hearing and directed staff to refer the Bylaw to your jurisdiction for consideration of acceptance.

Each affected local government is requested to respond to the regional growth strategy bylaw by resolution. Upon receipt of this referral, each affected local government must:

1. Review the proposed RGS Bylaw No. 1615 in the context of any official community plan for its jurisdiction, both those that are current and those that are in preparation, and in the context of any other matters that affect its jurisdiction; and
2. Within 60 days of receipt of the referral either:
  - a. Accept Regional Growth Strategy Bylaw No. 1615 as presented; or
  - b. Respond by resolution, to the RDN Board indicating specifically the reasons your local government refuses to accept.

Failure to accept the proposed RGS Bylaw No. 1615 or respond with specific objections within 60 days of receipt of the referral will deem your local government to have accepted the proposed RGS Bylaw No. 1615.

Should your local government choose not to accept the proposed RGS Bylaw No. 1615 as presented, you must identify, by resolution, the reason for your objection. If a local government objects to RGS Bylaw No. 1615, the process is then taken over by the Minister of Community, Sport and Cultural Development who will determine the form and nature of efforts to resolve the matter. The disputing parties (the local government that objects and the regional district and other impacted local governments) must share equally all costs associated with the process imposed by the Minister.

Development Services  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2

Ph: (250) 390-6510

Toll Free: 1-877-607-4111  
Fax: (250) 390-7511  
Email: [planning@rdn.bc.ca](mailto:planning@rdn.bc.ca)

Web: [www.rdn.bc.ca](http://www.rdn.bc.ca)

PAGE

20



An affected local government does not have to accept any delegation or submission before passing a resolution in relation to the bylaw, but it may choose to if it considers that appropriate. If an affected local government accepts submissions or a delegation, the delegation or submission must be limited and relevant to the context within which the local government is permitted to comment.

Although affected local governments have 60 days (within receipt of this letter) to respond to this referral and indicate their acceptance of the Bylaw as proposed, it is hoped that your jurisdiction will consider accepting Bylaw No. 1615 by the end of October, 2011. This will allow the RDN Board to consider adoption of the Bylaw by the end of Winter 2011/2012. Your assistance in achieving this goal would be sincerely appreciated.

If you or your staff have any questions about "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011", please do not hesitate to contact Paul Thompson, Manager, Long Range Planning or Lisa Bhopalsingh, Senior Planner (Tel: 250-390-6510).

On behalf of the RDN Board, I would like to take this opportunity to thank you for taking the time to review this referral and I look forward to your response.

Sincerely,



Director Joe Stanhope  
Chair, RDN Board

*Enclosure: Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011  
(September 13, 2011)*

cc: Gayle Jackson, Director of Community Planning

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1615

A BYLAW TO ADOPT A REGIONAL GROWTH STRATEGY  
FOR THE REGIONAL DISTRICT OF NANAIMO

WHEREAS the *Local Government Act* provides for a regional district to undertake the development, adoption, implementation, monitoring and review of a regional growth strategy under Part 25,

AND WHEREAS a review of "Regional District of Nanaimo Growth Strategy Bylaw No. 1309, 2003" was initiated by resolution, pursuant to Part 25, section 854 of the *Local Government Act*;

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

1. "Regional District of Nanaimo Growth Strategy Bylaw No. 1309, 2003" is hereby repealed.
2. Schedule "A" attached to and forming part of this Bylaw is hereby designated as the "Regional Growth Strategy for the Regional District of Nanaimo".
3. This Bylaw may be cited as "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011" and takes effect on the date adopted.

The Regional Growth Strategy Bylaw was introduced and read two times on the **28th of June, 2011.**

Second reading was rescinded and the Bylaw was amended on the **23rd of August, 2011.**

The Regional Growth Strategy Bylaw was read a second time as amended on the **23rd of August, 2011.**

Second reading was rescinded and the Bylaw was amended on the **13th of September, 2011.**

The Regional Growth Strategy Bylaw was read a second time as amended on the **13th of September, 2011.**

The Board conducted a public hearing on the Regional Growth Strategy Bylaw on the **5<sup>th</sup> and 6<sup>th</sup> days of October, 2011.**

"Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011" was accepted, by resolution as follows:

- City of Nanaimo on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_;
- City of Parksville on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_;
- District of Lantzville on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_;
- Town of Qualicum Beach on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_;
- Comox Valley Regional District Board on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_;
- Alberni-Clayoquot Regional District Board on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_;
- Cowichan Valley Regional District Board on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr., Corporate Administration

RDN  
maison re  
Reg. Growth  
strategy

6430-01-1AC/  
RGS

**COPY**

November 16, 2010

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

Attention: Maureen Pearse,  
Sr. Mgr of Corporate Administration

Dear Ms. Pearse:

**Re: Draft Regional Growth Strategy**  
**Our File: 0400-50**

This is to advise that at the Regular Council Meeting of November 15, 2010 Council adopted the following resolution:

10-296 "THAT the report from the Director of Community Planning dated November 2, 2010 entitled "Provision of a City comment to the Regional District of Nanaimo regarding the draft Regional Growth Strategy", be received;  
AND THAT the Regional District of Nanaimo be advised that the City has no major concerns with the April 29, 2010 final Regional Growth Strategy document."

If you have any questions, please do not hesitate to contact Gayle Jackson, Director of Community Planning at 250 954-4660.

Yours truly,

FRED MANSON  
Chief Administrative Officer

cc: Department of Community Planning

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November 15, 2011

**MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**FROM: S. KLEIBL, MANAGER OF HUMAN RESOURCES, OCCUPATIONAL HEALTH & SAFETY**

**SUBJECT: New Personnel Policy – Dealing with Threatening, Abusive, Violent or Potentially Violent Customers**

---

**ISSUE:**

Employees dealing with threatening, abusive, violent or potentially violent customers in person or over the phone.

**EXECUTIVE SUMMARY:**

The review of the City's Corporate Policy Manual is an ongoing project. The purpose of this report is to introduce a personnel policy that outlines how to deal with threatening, abusive, violent or potentially violent customers to ensure the safety of our employees.

**REFERENCES:**

W.C.B. Occupational Health and Safety Regulation Section 4.27  
City of Parksville's Occupational Health & Safety Program – Exposure Control Plan 15.2

**BACKGROUND:**

The Corporate Policy Manual contains all approved policies for the City, and it has been determined that there needs to be a formal Council approved policy outlining the right employees have to a violence-free workplace, that ensure procedures and work arrangements are in place to eliminate or minimize the risk of violence.

Attached is the Policy "Dealing with Threatening, Abusive, Violent or Potentially Violent Customer Behaviour" and the Incidence of Violence Report Form (Schedule A) outlining the guidelines on how staff should respond to customers who present escalating levels of violence, threatening or abusive behaviour.

**OPTIONS:**

1. Adopt the new personnel policy as a Corporate Policy.
2. Maintain the status quo.

**ANALYSIS:**

Adopting the new personnel policy will provide much needed guidelines to staff when dealing with customers who are threatening, abusive, violent or exhibiting the potential for violence. Further, it will provide a commitment that every employee has the right to a workplace free from violence.

**SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS:**

This policy is a form of protection to our staff resources and would enhance staff retention as it is a benefit to our employees.

**FINANCIAL IMPACT: N/A**

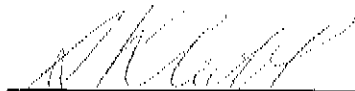
**STAFF RECOMMENDATION**

**THAT** the report from the Manager of Human Resources, Occupational Health & Safety dated November 15<sup>th</sup>, 2011 entitled " New Personnel Policy – Dealing with Threatening, Abusive, Violent or Potentially Violent Customers ", be received;

**AND THAT** the draft 'Dealing with Threatening, Abusive, Violent or Potentially Violent Customers' Policy, as attached, be approved;

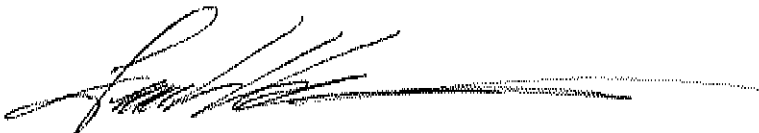
**AND FURTHER THAT** staff be instructed to carry out the recommended action for dealing with threatening, abusive, violent or potentially violent customers as contained in the policy and Schedule A as attached to the Manager of Human Resources' report dated November 15<sup>th</sup>, 2011.

Respectfully submitted,



**SHANNON L. KLEIBL**  
Manager of Human Resources,  
Occupational Health & Safety

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



**FRED C. MANSON, CGA**  
Chief Administrative Officer

# CITY OF PARKSVILLE

## POLICY

SUBJECT: *Dealing with Threatening, Abusive,  
Violent or Potentially Violent  
Customers*

POLICY NO: \_\_\_\_\_  
RESO. NO: \_\_\_\_\_  
CROSS REF: If Applicable

EFFECTIVE DATE: \_\_\_\_\_

APPROVED BY: Council

REVISION DATE: (insert if applicable)

RESO. NO:  
CROSS REF:  
PAGE 1 OF

### PURPOSE

To ensure that every employee at the City of Parksville has the right to a workplace that is free from violence. To ensure that procedures and work arrangements are in place to eliminate or minimize the risk of violence.

To provide guidelines on how to respond to different levels of verbally abusive or threatening statements or behaviour, up to attempted or actual violence.

The City expects all employees to treat the public with courtesy and respect and in doing so, receive the same treatment in return. No employee will be expected to deal with verbally abusive, threatening, or violent customers in person or on the telephone when such behaviour is excessive, persistent or prolonged, or gives the employee reasonable cause to believe that they are at risk of physical injury.

For the purpose of this policy, "violence" is defined by the W.C.B. Occupational Health and Safety Regulation Section 4.27 as "the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that the worker is at risk of injury".

POLICY

Employees do not have to tolerate threatening, abusive or violent behavior. If an employee feels they are no longer able to handle or resolve a situation, they are to seek help from the designated person(s) in their department.

It is recognized that each staff member is unique in terms of their tolerance for and comfort level in dealing with an angry, abusive or threatening customer. However, attempts should be made to diffuse the situation and deal with the customer prior to hanging up, walking away, or referring to the supervisor/designated person.

It is the responsibility of every supervisor of the City to intervene whenever they become aware of an abusive or threatening situation or when this is brought to their attention by an employee.

If a customer exhibits threatening, abusive or violent behaviour, the employee should advise the customer that their behavior or language is unwelcome or threatening and if it continues, they will hang up or walk away.

If the person makes threats of violence, damage or if the employee feels unsafe, the panic button procedures are to be used and the police are to be called immediately.

Whenever an employee, including a supervisor, believes a member of the public poses a physical threat or attack risk, they should not return to the member of the public until police or appropriate security personnel are available to accompany the individual. Any staff not involved with the member of the public, but in the immediate area, should also withdraw themselves.

All employees are to follow the Exposure Control Plan (15.2) as detailed in the City's Occupational Health & Safety Program.

Employees exposed to threatening, abusive violent or potentially violent situations while at work, are to record details of the incident using the 'Incident of Violence Report Form' (Schedule A) and advise their supervisor immediately.

ooOOoo

## SCHEDULE A

Employees who have been exposed to threatening, abusive, violent or potentially victims acts/encounter should complete this report as soon as possible.

## INCIDENT OF VIOLENCE REPORT FORM

### 1. Identifying Information

Name:	Job Title:	
Shift:	RCMP Incident #:	
Location: <input type="checkbox"/> Parking Lot <input type="checkbox"/> Area on site:		
<input type="checkbox"/> Other (please specify): _____		
Type of Assault: <input type="checkbox"/> Verbal <input type="checkbox"/> Struck <input type="checkbox"/> Bitten <input type="checkbox"/> Pushed <input type="checkbox"/> Threat <input type="checkbox"/> Kicked <input type="checkbox"/> Scratched <input type="checkbox"/> Potential for Risk:		
<input type="checkbox"/> Other (please specify): _____		
Medical attention/first aid obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	WSBC forms completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Time loss? <input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency procedures followed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reported to (name of person contacted): _____	Date and Time reported:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Action taken at time of incident: _____		
Investigation conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date conducted:	
Was environmental incident de-escalation/defusing done? By Whom: <input type="checkbox"/> Yes <input type="checkbox"/> No _____		



Was victim stress debriefing/defusing done? <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom: _____
If not, why? _____ _____	
<i>*Please attach any written interviewing notes from relevant employees and witnesses or persons involved.</i>	

### 2. Person Initiating Violent Act/or Potentially Violent Act

<input type="checkbox"/> Visitor	<input type="checkbox"/> General Public	<input type="checkbox"/> Ex-employee	
<input type="checkbox"/> Other (please specify) _____			
<i>* Please fill out if person or persons involved is not an individual we support. Also fill out Suspect and Vehicle Identification form.</i>			
Description	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Age:	Complexion:	Height:	Weight:
Name (if known):			

### 3. Incident and Injury Information

Date of Incident:	Time:	a.m. / p.m.
-------------------	-------	-------------

### 4. Other Information

Was the individual involved in any previous violent incidents with staff? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any measures in place to prevent a similar incident? <input type="checkbox"/> Yes <input type="checkbox"/> No

Explain: _____ _____ _____ _____ _____	
Recommendations:	_____ Signature of Employee
Recommendations:	_____ Signature of Management

**5. Possible Causes**

Was incident due to outside causes/factor? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ _____ _____
Was it due to failure to disclose information? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ _____ _____
Was the incident due to previously unknown occurrences, situations and/or behaviours?

Yes       No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Send copies to:       Chief Administrative Officer  
                                  Manager of Human Resources, Occupational Health & Safety

**REPORT TO COUNCIL**

November 9, 2011

**REPORT TO:** MAYOR AND COUNCILLORS  
**FROM:** F. C. MANSON, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** GRANT APPLICATION - COMMUNITY RECREATION PROGRAM  
PROPOSED RATHTREVOR GREENWAY

---

**ISSUE:**

The Provincial Government has recently announced a \$30 Million grant program for local governments to give BC families greater access to recreational infrastructure so they can enjoy the benefits of increased physical activity and community involvement.

**EXECUTIVE SUMMARY:**

The City of Parksville has, for some time, given consideration to entering into a partnership with the Regional District of Nanaimo to provide an accessible, pedestrian oriented greenway linking Rathtrevor Provincial Park with the City of Parksville Community Park. A greenway is defined as a continuous corridor of pedestrian, bicycling and rollerblading routes in conjunction with wildlife habitat and interpretive signage.

This project meets the criteria for the subject Community Recreation grant program. Therefore staff is submitting this report requesting Council authorization to undertake the necessary steps to submit an application for funding towards this project.

**REFERENCE:**

Community Recreation Program Guide, October, 2011

**BACKGROUND:**

**Grant Program**

The Community Recreation Program was developed to address the unique challenges faced by communities in British Columbia with respect to sustainability and meeting recreational infrastructure needs.

The purpose of the program is to invest in capital projects that make communities healthier, more active places to live including provision of recreation centers, trails, bike paths, walkways, *multi-use greenways* and related amenities.

Funding will be provided to municipalities and regional districts, with priority given to smaller municipalities. The cost-sharing formula will be up to 80% provincial contribution; however it is also noted a key program objective is to maximize funding for as many communities as possible. The grant criteria require successful projects be completed by March 31, 2015, which provides a three year window to complete the proposed greenway construction.

Projects which have already begun construction, or are considered routine maintenance or repair are ineligible to apply.

Applications for funding must be received by the Provincial Government no later than December 28, 2011. Given the coming holiday season, staff estimate the application should be sent no later than December 19, 2011, hence the need to obtain Council and Regional District approvals along with other supporting documentation in a very short period of time.

### Proposed Greenway

The proposed Rath Trevor Greenway has been a subject of discussion for some time. Currently the only access between those portions of Parksville east of the Englishman River with the rest of the City is over the Highway 19A Englishman River Bridge. Although adequate for vehicle traffic, that route is not very conducive for walking or bicycling especially along the narrow gravel shoulder areas east of the bridge.

A paved, accessible greenway from Rath Trevor Park to the Community Park, as outlined on the attached map, would provide a quiet, pleasant, environmentally friendly access route for walkers, bicyclists, people in wheelchairs and others to travel between downtown Parksville and the resort area. This recreational and ecological corridor would likely become a destination in itself, drawing visitors to the community to enjoy fresh air, exercise and the natural beauty of the area, similar to the waterfront walkway in Nanaimo.

It will also provide an alternate route for area residents to bike to work, shopping or access other recreational amenities such as the Community Park in a safe, environmentally friendly manner.

Initial discussions have been held with Nature's Trust and the RDN to gauge support for the proposal. The Nature's Trust lands have experienced a high level of disturbance with dog walkers, off leash dogs and young people looking for a place to "hang out". It is recognized the number one priority for Nature's Trust is protection of habitat for fish and wildlife, therefore any proposal for a greenway would involve working with the Ministry of Environment and Nature's Trust to ensure protection of the habitat, continuation of research projects and ongoing restoration of the estuary.

It is important to note that the proposed greenway would be constructed along the southern boundary of the Nature's Trust lands, with minimal encroachment. Construction of the greenway would also include protection for sensitive areas to discourage access and minimize human related disturbances.

Referring to the map attached as Appendix A to this report, the solid yellow line refers to the proposed greenway along the boundary of the Nature's Trust lands; the dotted yellow lines are possible access routes between the greenway trailhead and Rath Trevor Provincial Park. It is proposed to construct a covered pedestrian bridge across Englishman River to join the routes and provide a seamless recreational experience for users.

The Regional District of Nanaimo has indicated support for the proposed greenway and an interest in a joint venture between the RDN and Parksville, with the City of Parksville taking the lead position on the project. A similar report to the RDN Board of Directors requesting approval for the grant application will be considered at their next available board meeting.

### OPTIONS:

1. Direct staff to undertake the necessary steps to apply for grant funding toward construction of the proposed Rath Trevor Greenway, including development of a joint agreement with the Regional District of Nanaimo to undertake the project.
2. Direct staff to forego the grant application and postpone construction of the Rath Trevor Greenway.

### ANALYSIS:

The proposed Rath Trevor Greenway has been under consideration for some time. Initial discussions with the RDN have indicated staff and Recreation Committee support for the project; it has yet to be considered by the entire Board.

The proposed greenway will be a very attractive amenity for visitors to Parksville staying in the resort area and the downtown. It will be an additional benefit for citizens to enjoy outdoor recreation and will likely draw additional day visitors who will come to enjoy a walk or bicycle ride along a scenic, quiet, protected greenway, free from the noise, pollution and safety issues related to walking and biking along Highway 19A.

Local businesses will also benefit from the increased pedestrian traffic as visitors and families from the resort area walk into Parksville, stop for a beverage or meal or do some shopping.

One of the strongest advantages of this particular grant program is the time frame allowed for construction. With a March 31, 2015 completion date, the City has a three year window for obtaining the necessary Provincial approvals, completing the design and subsequently, construction; this also allows the City's share of the cost to be spread over a three year period thus mitigating the impact on the annual budget.

### SUSTAINABILITY IMPLICATIONS / ENVIRONMENTAL IMPLICATIONS:

The primary transportation link between the resort area and downtown Parksville is vehicle oriented travel along Highway 19A. Greenways promote an environmentally friendly corridor

for walking, bicycling, wheel chairs, scooters, rollerblading and others, similar to the waterfront walkway in Nanaimo.

Providing greenways as a healthy, environmentally friendly alternate transportation route is becoming more and more popular in municipalities across the province and the country. Bicycle routes protected from vehicle traffic are becoming widely accepted as a viable alternative to vehicle traffic. In an area as environmentally sensitive as the Nature's Trust lands, a controlled corridor that includes protection of sensitive areas meets two objectives; it provides an alternate access route into the City and from the City to the resort areas while preventing access to the protected areas within the estuary.

**FINANCIAL:**

At this time the project is at the early conceptual level. No preliminary or detailed design work has been done and only a rough order of magnitude estimate of approximately \$1,000,000 has been determined as a reasonable rough estimate for the City's portion from the end of Nerbus Lane to and including the proposed new pedestrian bridge.

A rough estimate for ongoing annual maintenance for the trail and bridge once constructed would be in the neighborhood of \$25,000.

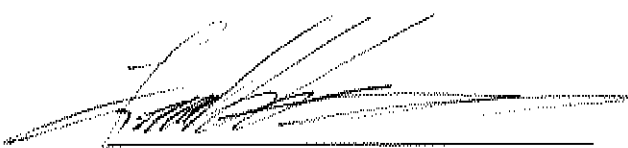
**RECOMMENDATION:**

**THAT** the report from the Chief Administrative Officer dated November 9, 2011 entitled "Grant Application - Community Recreation Program Proposed Rathtreavor Greenway" be received;

**AND THAT** staff be directed to submit an application under the Community Recreation Program for funding toward construction of the "Rathtreavor Greenway" as described in this report;

**AND FURTHER THAT** staff be authorized to pursue a partnership agreement with the Regional District of Nanaimo for the purposes of funding and constructing the proposed Rathtreavor Greenway.

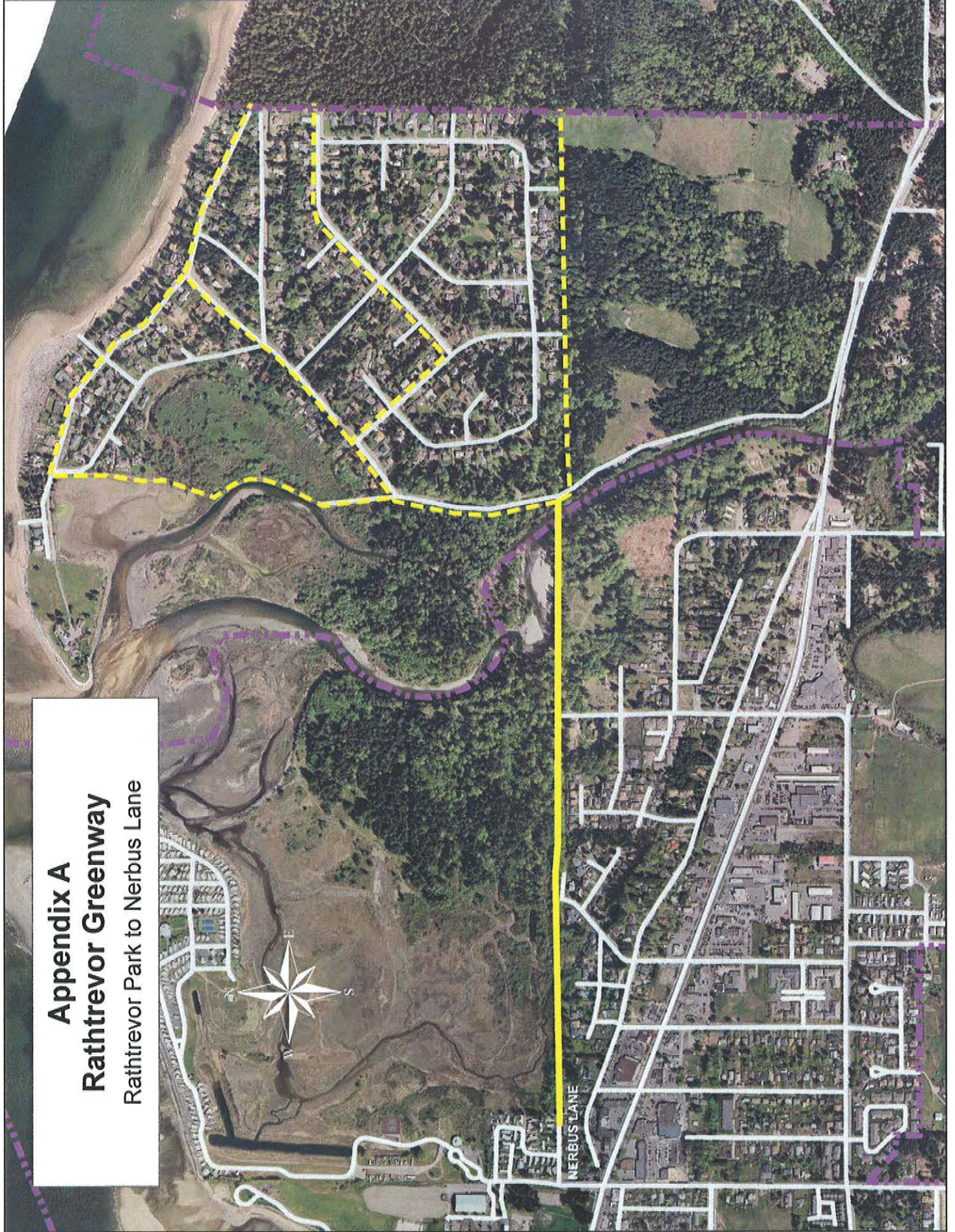
Respectfully submitted,

  
\_\_\_\_\_  
F.C. MANSON, CGA  
CHIEF ADMINISTRATIVE OFFICER

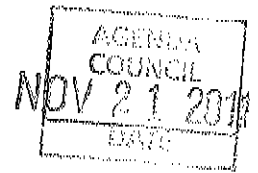
**Appendix A**  
**Rathrevor Greenway**  
Rathrevor Park to Nerbus Lane



NERBUS LANE







November 17, 2011

**MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**  
**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**  
**SUBJECT: ARROWSMITH WATER SERVICE 2011 FINAL BUDGET AND 2012 – 2016 FINANCIAL PLAN**

---

**ISSUE**

Approval of the Arrowsmith Water Service 2011 Final Budget and 2012 – 2016 Financial Plan.

**EXECUTIVE SUMMARY**

At their October 20, 2011 meeting, the Arrowsmith Water Service (AWS) Management Board passed the following resolutions:

- That the AWS Management Board recommend the Joint Ventures adopt the Year 2011 Final Budget as shown on Table 1, dated October 20, 2011
- That the AWS Management Board recommend the Joint Ventures adopt the 2012 - 2016 Financial Plan as shown on Table 2, dated October 20, 2011

In accordance with Section 4.16 of the Arrowsmith Water Service Joint Venture Agreement, it is now appropriate for Council to also provide approval.

**REFERENCE**

2011 Final Budget and 2012 – 2016 Financial Plan report, dated October 20, 2011, from the Arrowsmith Water Service Management Committee to the Arrowsmith Water Service Management Board.

**BACKGROUND**

As a consequence of the Town of Qualicum Beach's decision to not participate in the required Englishman River intake and treatment plant, the three AWS joint venture partners agreed to a revised AWS Joint Venture Agreement to limit this partnership to the operation and maintenance of the Arrowsmith Lake Dam. This also resulted in the creation of the new Englishman River Water Service (ERWS) Joint Venture Agreement between the City of Parksville and Regional District of Nanaimo to cover planning, design, construction and eventual operation and maintenance of the intake and treatment plant.

As a consequence of these new governance models, the 2011 AWS budget and 2011 – 2015 AWS Financial Plan requires amending to reflect these new agreements.

With the new AWS Joint Venture Agreement, the Town of Qualicum Beach will retain interest in the Arrowsmith Dam and continue to contribute funding for the annual administration and maintenance of the dam, but will not participate in the future capital works of the intake, treatment facility and potential aquifer storage and recovery system.

The Regional District of Nanaimo and the City of Parksville have formed the Englishman River Water Service (ERWS) Joint Venture as both need additional water capacity and improved surface water treatment immediately upon construction of these facilities in 2016.

The 2011 AWS Final Budget reflects such changes and the financial needs of each Joint Venturers.

As shown on Table 1 to the above referenced report, the recommended changes to the 2011 AWS Budget are:

- Reallocation of \$179,000 of engineering, consulting and legal fees from AWS to the ERWS Budget
- Reallocation of \$1,500,000 originally budgeted for property acquisition from AWS to the ERWS Budget

In addition, a 2012 – 2016 Financial Plan was developed in an effort to outline AWS water service funding requirements for operations, maintenance and minor capital expenditures for the next five years. The recommended 2012 – 2016 AWS Financial Plan is shown on Table 2 to the above referenced report.

### **OPTIONS**

1. Approve the 2011 AWS Final Budget and the 2012 – 2016 AWS Financial Plan as recommended.
2. Provide the City's AWS Board representative with direction for desired changes.

### **ANALYSIS**

Approving the 2011 AWS Budget and the 2012 – 2016 AWS Financial Plan as recommended would allow for continuation of the Arrowsmith Water Service Joint Venture under the new AWS Agreement covering operations and maintenance of the Dam.

Rejecting the 2011 AWS Budget would require the City's AWS Board representative to take Council's directives back to the AWS Management Board for further negotiations. This action could potentially require changes resulting in the Joint Venture partners revisiting both the AWS and ERWS Agreements and/or potentially delay implementation of the project.

### **FINANCIAL IMPLICATIONS**

As outlined in the referenced report, adopting the 2011 AWS Final Budget and 2012 – 2016 AWS Financial Plan will transfer the intake and treatment plant costs to the ERWS budget and will result in the annual AWS requisition remaining relatively constant at the pre intake/treatment plant levels. Schedule A attached represents Parksville's annual share which are projected to be in the \$120,000 – \$140,000 range.

**RECOMMENDATION**

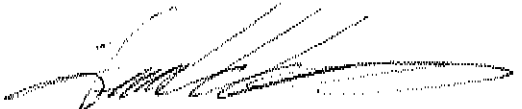
THAT the report from the Chief Administrative Officer dated November 17, 2011 entitled "Arrowsmith Water Service 2011 Final Budget and 2012 – 2016 Financial Plan" be received;

AND THAT Council approve the 2011 Arrowsmith Water Service (AWS) Final Budget as outlined on Table 1 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated October 20, 2011 from the AWS Management Committee to the AWS Management Board;

AND THAT Council approve the 2012 – 2016 AWS Financial Plan as outlined on Table 2 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated October 20, 2011 from the AWS Management Committee to the AWS Management Board;

AND THAT Council direct staff to include the 2011 AWS Final Budget changes in the City's 2011 – 2015 revised Final Plan for Council's consideration;

AND FURTHER THAT Council direct staff to include the AWS 2012 – 2016 Financial Plan amounts in the City's 2012 – 2016 Financial Plan for Council's consideration.



FRED C. MANSON, CGA  
Chief Administrative Officer

Attachments

I:\Users\Fred\AWS\budget\2012\AWS 2011 & 2012 - 2016 Financial Plan Council approval report.docx



**PARKSVILLE ALLOCATION  
ARROWSMITH WATER SERVICE  
2012 - 2016 FINANCIAL PLAN**

	Old GL Account	New GL Account	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
Transfer from Reserves	23282100	4-2-25-7014-821								0	0	0	0	0	0
<b>Total</b>			<b>80,538</b>	<b>82,724</b>	<b>72,500</b>	<b>105,507</b>	<b>117,134</b>	<b>67,969</b>	<b>117,257</b>	<b>123,575</b>	<b>160,637</b>	<b>125,663</b>	<b>127,792</b>	<b>129,965</b>	<b>132,181</b>
<b>Capital</b>															
Capital Planning	23282231		7,569	1,660	242	1,493	28,101	29,239	29,239	0	0	0	0	0	0
Equipment	23282200		5,228	9,915	0	8,546	0	16,123	19,170	0	0	0	0	0	0
Engineering, Consulting, Legal Fees	23282241	4-6-25-9701-331	127,641	0	0	0	0	0	0	0	0	0	0	0	0
AWS Road			0	0	3,549	0	0	0	0	0	0	0	0	0	0
Radio Connection			0	0	0	0	0	0	0	0	0	0	0	0	0
River Intake / Treatment Prop. Acquisition	23282243	4-6-25-9704-450	0	0	0	0	0	186,059	184,020	0	0	0	0	0	0
Administration															
<b>Total Capital</b>			<b>140,438</b>	<b>11,575</b>	<b>3,792</b>	<b>10,039</b>	<b>28,101</b>	<b>231,421</b>	<b>232,428</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES (no Grant)</b>			<b>220,976</b>	<b>94,299</b>	<b>76,292</b>	<b>115,546</b>	<b>145,235</b>	<b>299,390</b>	<b>349,685</b>	<b>123,575</b>	<b>160,637</b>	<b>125,663</b>	<b>127,792</b>	<b>129,965</b>	<b>132,181</b>
Capital Planning Grant			22,706	7,500	0										
Transfer from Reserves															
<b>TOTAL EXPENDITURES (with Grant)<sup>1</sup></b>			<b>198,270</b>	<b>86,799</b>	<b>76,292</b>	<b>115,546</b>	<b>145,235</b>	<b>299,390</b>	<b>349,685</b>	<b>123,575</b>	<b>160,637</b>				

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**DATE:** October 20, 2011

**REPORT TO:** ARROWSMITH WATER SERVICE  
MANAGEMENT BOARD

**FROM:** ARROWSMITH WATER SERVICE  
MANAGEMENT COMMITTEE

**SUBJECT:** 2011 FINAL BUDGET AND 2012 – 2016 FINANCIAL PLAN

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**ISSUE:**

Arrowsmith Water Service (AWS) 2011 Final Budget and 2012 – 2016 Financial Plan.

**EXECUTIVE SUMMARY:**

A 2011 Final Budget is required to reflect the associated budget changes as a result of the formation of the Englishman River Water Service (ERWS) Joint Venture agreement and the revised Arrowsmith Water Service (AWS) Joint Venture agreement.

A Five Year 2012 – 2016 Financial Plan is also required in an effort to identify future operations, maintenance and capital expenditures.

**REFERENCE:**

- AWS Management Board Meeting Minutes held on March 17, 2011,
- AWS 2011 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated October 20, 2011 showing the recommended AWS - 2011 Final Budget,
- Table 2, dated October 20, 2012 showing the recommended AWS 2012 – 2016 Financial Plan.

**BACKGROUND:**

A Year 2011 AWS Final Budget has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

With the new AWS Joint Venture Agreement, the Town of Qualicum Beach will retain interest in the Arrowsmith Dam including the annual administration and maintenance but not in the future capital works of the water intake, treatment facility and potential aquifer storage and recovery wells. The Regional District of Nanaimo and the City of Parksville have formed the Englishman River Water Service (ERWS) Joint Venture as both need additional water intake capacity and improved surface water treatment in the near future. The 2011 Final Budget reflects such changes and the financial needs of each (AWS & ERWS) Joint Ventures.

The proposed changes to the 2011 budget are:

- Reallocation of \$ 179,000 of Engineering, Consulting and Legal fees from AWS to ERWS.
- Reallocation of \$ 1,500,000 originally identified for property acquisition from AWS to ERWS.

A 2012 – 2016 Financial Plan was developed in an effort to outline funding requirements for operations and capital expenditures for the next five years. A 2012 – 2016 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 2, attached.

**OPTIONS:**

**1. Adopt the recommended budget**

The AWS Management Board could adopt the budget reflected on Table 1 and the 2012 – 2016 Financial Plan reflected on Table 2.

**2. Adopt a different budget, or defer adoption**

The AWS Management Board could adopt a different Final Budget and 2012 – 2016 Financial Plan from that reflected on Table 1 and Table 2, or defer adoption to a different date. This would require that direction be given to the AWS Management Committee.

**ANALYSIS:**

1. The AWS Management Board could accept the 2011 Final Budget and 2012 – 2016 Financial Plan reflected on Table 1 and Table 2. This would allow completion of necessary operations and maintenance projects.
2. The AWS Management Board could reject the 2011 Final Budget and 2012 – 2016 Financial Plan reflected on Table 1 and Table 2. If this option is to be considered, the AWS Joint Venture Agreement requires the Management Board to recommend a Provisional budget to the Joint Venturers by December 15.

**FINANCIAL:**

The 2011 AWS Final Budget and 2012 - 2016 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

**RECOMMENDATION:**

THAT the AWS Management Board recommend the Joint Ventures adopt the Year 2011 Final Budget as shown on Table 1, dated October 20, 2011,

AND THAT the AWS Management Board recommend the Joint Ventures adopt the 2012 – 2016 Financial Plan as shown on Table 2, dated October 20, 2011.





**TABLE 2  
ARROWSMITH WATER SERVICE  
2012 - 2016 FINANCIAL PLAN - BUDGET (\$)**

GL Account	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>REVENUE</b>													
Parkville Requisition	76,834	91,799	76,292	110,116	145,235	299,390	349,685	123,575	160,637	125,663	127,792	129,965	132,181
RDN Requisition	26,934	31,634	26,901	39,571	69,162	123,940	141,570	38,485	51,477	39,120	39,768	40,429	41,103
Qualicum Requisition	16,473	19,022	16,547	24,782	53,215	87,158	97,941	21,441	29,387	21,787	22,141	22,501	22,869
<b>Joint Venture Requisitions</b>	<b>120,241</b>	<b>142,455</b>	<b>119,741</b>	<b>174,469</b>	<b>267,612</b>	<b>510,488</b>	<b>589,196</b>	<b>183,500</b>	<b>241,500</b>	<b>186,570</b>	<b>189,701</b>	<b>192,895</b>	<b>196,153</b>
<b>Other Revenue</b>													
Logging Revenue	13,978	0	0	8,497		0	0						
Grants		7,500											
Transfer From Reserves													
Reserve for Future Expenditures	199,751												
Carry-Forward Reserve	22,706												
<b>Total Other Revenue</b>	<b>236,435</b>												
<b>TOTAL REVENUE</b>	<b>356,676</b>	<b>149,955</b>	<b>119,741</b>	<b>182,966</b>	<b>267,612</b>	<b>510,488</b>	<b>589,196</b>	<b>183,500</b>	<b>241,500</b>	<b>186,570</b>	<b>189,701</b>	<b>192,895</b>	<b>196,153</b>
<b>EXPENDITURES</b>													
<b>Operating</b>													
<b>Administration</b>													
<b>4-2-25-7010</b>													
Salaries and Wages	624	437	284	433	607	1,548	1,000	1,000	1,000	1,020	1,040	1,061	1,082
Licenses and Insurance	37,505	38,659	43,033	44,267	45,544	45,197	43,000	32,500	32,500	33,150	33,813	34,489	35,179
River Station Gauge Fee								13,000	13,000	13,260	13,525	13,796	14,072
Legal and Audit fees	1,846	1,400	2,100	2,100	2,100	4,375	2,500	3,500	3,500	3,570	3,641	3,714	3,789
Meetings	94	369	96	147	120	190	1,000	500	500	510	520	531	541
Parts, Materials & Supplies	135							500	500	510	520	531	541
Contract	2,666		363	340									
Equip. Res. Charge Out	50	44	10	72	78	107							
<b>Total Administration</b>	<b>42,921</b>	<b>40,909</b>	<b>45,886</b>	<b>47,358</b>	<b>48,449</b>	<b>51,417</b>	<b>47,500</b>	<b>51,000</b>	<b>51,000</b>	<b>52,020</b>	<b>53,060</b>	<b>54,122</b>	<b>55,204</b>
<b>Operations</b>													
<b>4-2-25-7011</b>													
Salaries & Wages	5,281	5,807	3,968	5,381	2,070	1,398	19,000	15,000	15,000	15,300	15,606	15,918	16,236
Contracts	2,568	2,568	3,726	10,519	5,086	2,505		6,000	6,000	6,120	6,242	6,367	6,495
Consulting	2,863				275				0	0	0	0	0
Licenses and Insurance	386	386	386	386	386	386		0	0	0	0	0	0
Equipment Lease and Rental							5,500	0	0	0	0	0	0
Meetings			129					500	500	510	520	531	541
Parts, Materials and Supplies	2,170	1,537	85	4,959	7,924	49		4,000	4,000	4,080	4,162	4,245	4,330
Small Tools, Equipment & Furniture									0	0	0	0	0
Gas & Oil						988			0	0	0	0	0
Equip Res. Charge Out	887	1,116	469	792	283	123		1,500	1,500	1,530	1,561	1,592	1,624
<b>Total Operations</b>	<b>14,154</b>	<b>11,413</b>	<b>8,763</b>	<b>22,038</b>	<b>16,023</b>	<b>5,449</b>	<b>24,500</b>	<b>27,000</b>	<b>27,000</b>	<b>27,540</b>	<b>28,091</b>	<b>28,653</b>	<b>29,226</b>

		2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>Maintenance</b>	<b>4-2-25-7012</b>													
Salaries & Wages	4-2-25-7012-300	17,751	22,227	16,315	17,966	23,893	11,538	21,000	25,000	25,000	25,500	26,010	26,530	27,061
Conferences / Seminars / Travel	4-2-25-7012-307		24			250				0	0	0	0	0
Contract	4-2-25-7012-330		1,504	3,275	27,069	54,649	3,438	8,500	7,000	7,000	7,140	7,283	7,428	7,577
Consulting	4-2-25-7012-331	3,848	1,503	2,467		7,508		3,000	10,000	68,000	10,200	10,404	10,612	10,824
Equipment Lease and Rental						213				0	0	0	0	0
Materials and Supplies	4-2-25-7012-450	12,196	16,848	2,782	17,956	4,363	2,426	24,000	15,000	15,000	15,300	15,606	15,918	16,236
Small Tools, Equipment & Furniture	4-2-25-7012-451	1,940		86	37	437	107			0	0	0	0	0
Courier and Delivery				45	75	42				0	0	0	0	0
Gas & Oil	4-2-25-7012-460	689	2,780	2,242	1,190	203			3,500	3,500	3,570	3,641	3,714	3,789
Equip Res. Charge Out	4-2-25-7012-800	2,538	2,226	1,599	1,424	2,147	1,278			0	0	0	0	0
<b>Total Maintenance</b>		<b>38,961</b>	<b>47,111</b>	<b>28,810</b>	<b>65,716</b>	<b>93,706</b>	<b>18,787</b>	<b>56,500</b>	<b>60,500</b>	<b>118,500</b>	<b>61,710</b>	<b>62,944</b>	<b>64,203</b>	<b>65,487</b>
<b>Road Maintenance</b>	<b>4-2-25-7013</b>													
Salaries & Wages	4-2-25-7013-300													
Contracts	4-2-25-7013-330	0	25	0	0	1,131	715	25,000	15,000	15,000	15,300	15,606	15,918	16,236
Equip Res. Charge Out	4-2-25-7013-800									0	0	0	0	0
<b>Total Road Maintenance</b>		<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>1,131</b>	<b>715</b>	<b>25,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,300</b>	<b>15,606</b>	<b>15,918</b>	<b>16,236</b>
<b>Total Administration, Operations and Maintenance</b>		<b>96,037</b>	<b>99,459</b>	<b>83,459</b>	<b>135,112</b>	<b>159,308</b>	<b>76,368</b>	<b>153,500</b>	<b>153,500</b>	<b>211,500</b>	<b>156,570</b>	<b>159,701</b>	<b>162,895</b>	<b>166,153</b>
Transfer to Reserves	4-2-25-7014-821	30,000	30,000	30,000	30,000	24,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Transfer from Reserves	4-2-25-7014-821								0	0	0	0	0	0
<b>Total</b>		<b>126,037</b>	<b>129,459</b>	<b>113,459</b>	<b>165,112</b>	<b>183,308</b>	<b>106,368</b>	<b>183,500</b>	<b>183,500</b>	<b>241,500</b>	<b>186,570</b>	<b>189,701</b>	<b>192,895</b>	<b>196,153</b>
<b>Capital</b>														
Capital Planning		22,706	4,980	727	4,480	84,304	87,716	87,716						
Equipment		8,182	15,516		13,373	0	25,232	30,000						
Engineering, Consulting, Legal Fees	4-6-25-9701-331					0			0					
AWS Road		199,751	0	0	0	0	0	0						
Radio Connection		0	0	5,555	0	0	0	0						
River Intake / Treatment Prop. Acquisition Administration	4-6-25-9704-450	0	0	0	0	0	291,172	287,980	0	0				
<b>Total Capital</b>		<b>230,639</b>	<b>20,496</b>	<b>6,282</b>	<b>17,853</b>	<b>84,304</b>	<b>404,120</b>	<b>405,696</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES (no Grant)</b>		<b>356,676</b>	<b>149,955</b>	<b>119,741</b>	<b>182,966</b>	<b>267,612</b>	<b>510,488</b>	<b>589,196</b>	<b>183,500</b>	<b>241,500</b>	<b>186,570</b>	<b>189,701</b>	<b>192,895</b>	<b>196,153</b>
Capital Planning Grant		22,706	7,500	0										
Transfer from Reserves														
<b>TOTAL EXPENDITURES (with Grant) <sup>1</sup></b>		<b>333,970</b>	<b>142,455</b>	<b>119,741</b>	<b>182,966</b>	<b>267,612</b>	<b>510,488</b>	<b>589,196</b>	<b>183,500</b>	<b>241,500</b>	<b>186,570</b>	<b>189,701</b>	<b>192,895</b>	<b>196,153</b>

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November 17, 2011

**MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**

**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**SUBJECT: ENGLISHMAN RIVER WATER SERVICE 2011 FINAL BUDGET AND 2012 – 2016 FINANCIAL PLAN**

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**ISSUE**

Approval of the Englishman River Water Service 2011 Final Budget and 2012 – 2016 Financial plan.

**EXECUTIVE SUMMARY**

At the November 9, 2011 Englishman River Water Service Management (ERWS) Board Meeting the Englishman River Water Service Management Board passed the following resolutions:

- That the ERWS Management Board recommend the Joint Ventures adopt the Year 2011 Final Budget as shown of Table 1, dated November 9, 2011
- That the ERWS Management Board recommend the Joint Ventures adopt the 2012 - 2016 Financial Plan as shown of Table 2, dated November 9, 2011

In accordance with Section 4.15 of the Englishman River Water Service Joint Venture Agreement it is now appropriate for Council to also provide approval.

**REFERENCE**

2011 Budget and 2012 – 2016 Financial Plan report dated November 9, 2011 from the Englishman River Water Service Management Committee to the Englishman River Water Service Management Board.

**BACKGROUND**

As a consequence of the Town of Qualicum Beach decision to not participate in the required new intake and treatment plant, the three joint venture partners agreed to a revised AWS Joint Venture Agreement to limit the AWS partnership to the operation and maintenance of the Arrowsmith Lake Dam, and to create a new Englishman River Water Service Joint Venture agreement between the City of Parksville and Regional District of Nanaimo to cover the design, construction and eventual operation of the required new intake and treatment plant.

Accordingly the original AWS 2011 – 2015 financial plan required amendment to reflect the new agreements.

With the new AWS Joint Venture Agreement, the Town of Qualicum Beach will retain interest in the Arrowsmith Dam and continue to contribute funding for the annual administration and maintenance of the dam, but will not participate in the future capital works of the intake, treatment facility and potential aquifer storage and recovery system.

The Regional District of Nanaimo and the City of Parksville have formed the Englishman River Water Service (ERWS) Joint Venture as both need additional water intake capacity and improved surface water treatment by the end of 2016. In accordance with this new agreement a formal annual budget for 2011 is required in order to provide authority for the 2011 Englishman River Water Service expenditure program, which is as outlined on Table 1 attached to the above referenced report.

In addition section 8.2 of the Englishman River Water Service Joint Venture Agreement, also requires that the Englishman River Management Board must recommend to the Joint Venturers an Operating, Maintenance and Capital Budget by January 31 in each fiscal year. Table 2 attached to the above referenced report reflects the 2012 – 2016 Financial Plan as recommended by the Management Board covering phases 2 through 6 of the required water treatment plant, intake and proposed aquifer storage and recovery system.

### **OPTIONS**

1. Approve the Englishman River Water Service 2011 Final Budget and 2012 – 2016 Financial Plan as recommended.
2. Provide the City's ERWS Board representatives with direction for required changes.

### **ANALYSIS**

The 2011 Budget and 2012 – 2016 Financial Plan outlines the financial requirements needed for ERWS staff to carry out necessary projects for 2011 through 2016. Without these budgets capital planning required in order to meet the VIHA imposed December 31, 2016 date for treatment of Englishman River Water would be delayed or halted.

Approving the budget as recommended would allow for continuation of the Englishman River Water Service Joint Venture capital program for the design construction and eventual operation of the new Water Treatment, Intake and possible Aquifer Storage and Recovery System.

Rejecting the budget would require the City's ERWS Board representatives to take Councils directives back to the ERWS Board for further negotiation.

### **FINANCIAL IMPLICATIONS**

There are significant financial implications associated with the ERWS treatment plant, intake and potential ASR capital projects. Table 2 attached to the above referenced report represents the preliminary costs estimates based upon the current conceptual designs which taken over the 2012 – 2016 period total \$37,375,301. Schedule "A" outlines Parkville's share under the ERWS cost sharing formulas which amounts to approximately \$27,000,000 before any applicable grants or allocation of applicable Water, Development Cost Charge Reserves. Phases 2, 3 and 4 of the program will further refine the current cost estimates which will enable a much more definitive evaluation of the financial implications. There are currently sufficient water utility fund reserves for phases 2, 3 and 4. Other financing sources, most likely including long term debt, will be required for phases 5 and 6.

**RECOMMENDATION**

THAT the report from the Chief Administrative Officer dated November 17, 2011 entitled "Englishman River Water Service 2011 Final Budget and 2012 – 2016 Financial Plan" be received;

AND THAT Council approve the 2011 ERS Final Budget as outlined on Table 1 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated November 9, 2011 from the ERWS Management Committee to the ERWS Management Board;

AND THAT Council approve the 2012 – 2016 ERWS Financial Plan as outlined on Table 2 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated November 9, 2011 from the ERWS Management Committee to the ERWS Management Board;

AND THAT Council direct staff to include the 2011 ERWS Final Budget changes in the City's 2011 – 2015 revised Final Plan for Councils consideration;

AND FUTHER THAT Council direct staff to include the ERWS 2012 – 2016 Financial Plan amounts in the City's 2012 – 2016 Financial Plan for Councils consideration.



FRED C. MANSON, CGA  
Chief Administrative Officer

Attachment

**PARKVILLE ALLOCATION  
ENGLISHMAN RIVER WATER SERVICE  
2012 - 2016 FINANCIAL PLAN**

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>REVENUE</b>					
Joint Venture Requisitions					
Parkville Requisition	1,288,185	1,808,979	1,853,154	11,157,191	11,507,171
RDN Requisition	452,605	635,587	685,243	3,920,094	4,043,060
<b>Total Joint Venture Requisitions</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>
<b>Other Revenue</b>					
Grants	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>
<b>EXPENDITURES</b>					
<b>Operating</b>					
<b>Administration (Operating)</b>					
Training /Conferences / Seminars / Travel	7-2-28-7310-307	5,100	5,202	5,306	5,412
Licences and Insurance	7-2-28-7310-400	5,100	5,202	5,306	5,412
Audit and Legal	7-2-28-7310-532	2,550	2,601	2,653	2,706
Meeting Costs	7-2-28-7310-423	1,020	1,040	1,061	1,082
Small Tools, Equipment & Furniture	7-2-28-7310-450	1,020	1,040	1,061	1,082
<b>Total Administration (Operating)</b>	<b>14,790</b>	<b>15,086</b>	<b>15,388</b>	<b>15,695</b>	<b>16,009</b>
<b>Total Operating</b>	<b>14,790</b>	<b>15,086</b>	<b>15,388</b>	<b>15,695</b>	<b>16,009</b>
<b>Capital</b>					
Administration	124,000	126,480	129,010	131,590	134,222
Property Acquisition					
WTP Property Site Improvements (entrance / access)					
<b>Phase 2</b>					
Project Management	42,000		320,000		
Water Quality and Treatment Testing	40,000				
ASR Preliminary Geophysics and Test Well Siting Work	120,000				
Pilot Plant Rental and Associated Costs	10,000				
Supplemental Services / Hydraulic & Environmental Assessments	70,000				
Concept Design Update	40,000				

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**PARKSVILLE ALLOCATION  
ENGLISHMAN RIVER WATER SERVICE  
2012 - 2016 FINANCIAL PLAN**

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>Phase 3</b>					
ASR Test Well Drilling	90,000	100,000			
ASR - Pump Tests	30,000	300,000			
ASR - Soil & Water Lab Analysis	15,000				
ASR - Well Construction (300mm well)	90,000				
ASR - Well Pump Testing	30,000				
ASR - Temp. Water Connection	50,000	123,000			
ASR - Backflush & Discharge Basin Construction	40,000				
ASR - Monitoring Well Loggers	5,000				
ASR - Surveying	30,000				
ASR - Well Cycle Testing	50,000				
ASR - Well Equipment Piping	30,000	20,000			
ASR - Well Head Power	40,000	40,000			
ASR - Field Supervision Drilling and Testing	40,000	20,000			
ASR - Project Management - Engineering / Hydrogeology	60,000	40,000			
ASR - Aquifer Computer Modeling	30,000	30,000			
ASR - Contingency for Deep Well Test	50,000	50,000			
WTP & Intake - Preliminary Engineering Design	600,000	900,000			
Permitting and Licensing		30,000			
Value Engineering		50,000			
<b>Phase 4</b>					
Intake Environmental Mitigation			50,000		
Final Engineering Design		500,000	1,500,000		
Value Engineering			50,000		
ASR - Property Acquisition		100,000	400,000		
ASR - Property Easements / SRWs			100,000		
Contract Preparation / Specifications			50,000		
<b>Phase 5</b>					
Tendering			25,000		
<b>Phase 6</b>					
Contract Award				30,000	
Construction Management & Inspections Services				1,000,000	1,000,000
Intake - Construction of Civil Works				900,000	
Intake - Power Supply				240,000	
Intake - High Lift Pump Station				100,000	
Raw Water Transmission Main				350,000	
ASR - Connection to Supply Main				400,000	400,000
Water Treatment Plant Construction				7,400,000	9,000,000
ASR Well Development				2,500,000	2,500,000
Distribution Main Upgrades - Construction				2,000,000	2,500,000
<b>Phase 7</b>					
ASR - Commissioning					
WTP & Intake - Commissioning					
<b>Total Capital</b>	<b>1,726,000</b>	<b>2,429,480</b>	<b>2,624,010</b>	<b>15,061,590</b>	<b>15,534,222</b>
<b>TOTAL EXPENDITURES</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>

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englishman river  
WATER SERVICE

**DATE:** November 9, 2011

**REPORT TO:** ENGLISHMAN RIVER WATER SERVICE  
MANAGEMENT BOARD

**FROM:** ENGLISHMAN RIVER WATER SERVICE  
MANAGEMENT COMMITTEE

**SUBJECT:** 2011 BUDGET AND 2012 – 2016 FINANCIAL PLAN

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**ISSUE:**

Englishman River Water Service (ERWS) Year 2011 Budget and 2012 – 2016 Financial Plan.

**EXECUTIVE SUMMARY:**

The ERWS joint venture between the City of Parksville and the Regional District of Nanaimo was established on July 1, 2011 and requires a formal 2011 budget to address current year operating and capital expenditures. Given the latest advancement in capital planning and the requirement for future water treatment, a Five Year 2012 – 2016 Financial Plan is also required in an effort to facilitate these expenditures.

The next stage (Phase 2) of engineering services as referenced in the adopted Implementation Plan is required to determine the feasibility of Aquifer Storage and Recovery and the most suitable type of water treatment process for the Englishman River supply. In order to determine which treatment process best manages high turbidity events caused by winter storms, the next stage of water pilot treatment needs to commence soon. Any potential delay in the capital planning process and associated engineering works will jeopardize the critical path of the Implementation Plan and the operating conditions established by the Vancouver Island Health Authority of requiring an enhanced level of water treatment process be constructed by year 2016.

**REFERENCE:**

- AWS Management Board Meeting Minutes held on June 23, 2011,
- Englishman River Water Service Agreement – July 1, 2011,
- Table 1, dated November 9, 2011 showing the recommended ERWS Year 2011 Budget,
- Table 2, dated November 9, 2011 showing the recommended ERWS 2012 – 2016 Financial Plan.
- Implementation Plan – June 2011



**BACKGROUND:**

The Englishman River Water Service Joint Venture agreement between the City of Parksville and the Regional District of Nanaimo requires that on or before December 15 of the year preceding each fiscal year of the Joint venture, the Management Committee will submit to the Management Board for its review a provisional operating, maintenance and capital expenditure budget. Since the Englishman River Water Service Joint Venture agreement was approved in July of this year, a formal annual budget is required in order to appropriately address current year operating, maintenance and capital expenditures. A Year 2011 Budget has been prepared for consideration by the ERWS Management Board. The proposed budget is shown on Table 1, attached.

With the formation of the Englishman River Water Service and further advancement of the Capital Plan, a 2012 – 2016 Financial Plan was developed in an effort to outline funding requirements for operations and capital expenditures for the next five years. A 2012 – 2016 Financial Plan has been prepared for consideration by the ERWS Management Board. The proposed budget is shown on Table 2, attached.

At the Arrowsmith Water Service Board meeting held on June 23, 2011, staff were directed to further engage and negotiate the services of Associated Engineering (BC) Ltd. for Phase 2 works. Staff has reviewed the work plan and fees with Associated Engineering (BC) Ltd. The next Phase 2 services consist of the following tasks for the 2011 & 2012 work year:

- Project Management (\$ 62,000)
- Englishman River Water Quality Monitoring (\$ 183,000)
- Water Treatment Pilot Plant Rental – Direct Contract with ERWS (\$ 90,000)
- Aquifer Storage and Recovery (ASR) Feasibility Analysis (\$210,000)
- Concept Design Update (\$ 35,000)
- Allowance for supplemental services and DFO – Fisheries Act, Hydraulic and Environmental Assessments ( \$70,000)

The outcome of this work plan will address key questions surrounding the potential use of ASR and the most suitable treatment process to implement.

These tasks are referenced in the 2011 budget and the 2012 – 2016 Financial Plan.

**OPTIONS:**

1. Accept the budget fee proposal of \$ 560,000 from Associated Engineering for 2011 and 2012 – Phase 2 work plan.
2. Direct Staff to receive additional engineering service fee proposals from other qualified engineering firms.

**ANALYSIS:**

1. The ERWS Management Board could accept the engineering budget fee proposal received from Associated Engineering (BC) Ltd. and direct Staff to engage their services. This would potentially save costs on engineering fees and allow completion of a high priority infrastructure upgrade project at the earliest possible date.

2. The ERWS Management Board could reject the engineering fee proposal from Associated Engineering (BC) Ltd. This would further delay the project and potentially result in higher engineering fees.

**FINANCIAL:**

Cost sharing for the Englishman River Water Service budget is established based on ownership (i.e. Parksville 74 % and RDN 26 %) as referenced in Schedule "C" of the Englishman River Water Service Joint Venture, dated July 1, 2011. Sufficient funds are available in the 2011 and 2012 budget to cover all required operations, capital and Phase 2 engineering services.

The 2011 budget and 2012 - 2016 Financial Plan sets out the financial requirements needed for the ERWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the capital projects and other major maintenance would be delayed or halted due to insufficient funds.

**RECOMMENDATION:**

THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt the Year 2011 Budget as shown on Table 1, dated November 9, 2011,

AND THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt the 2012 – 2016 Financial Plan as shown on Table 2, dated November 9, 2011.

AND FURTHER THAT staff be directed to work with and engage Associated Engineering (BC) Ltd. to complete Phase 2 works in years 2011 and 2012 at a cost of \$ 560,000.

**TABLE 1  
ENGLISHMAN RIVER WATER SERVICE  
YEAR 2011 BUDGET (\$)**

Old GL Account	New GL Account	2011 Budget	2011 Revised	Variance	E.R. Joint Venture		Comments
					Parkville 74.0%	RDN 26.0%	
<b>REVENUE</b>							
Parkville Requisition		1,242,460	1,242,460	0	1,242,460		
RDN Requisition		436,540	436,540	0		436,540	
<b>TOTAL REVENUE</b>		<b>1,679,000</b>	<b>1,679,000</b>	<b>0</b>	<b>1,242,460</b>	<b>436,540</b>	
<b>EXPENDITURES</b>							
<b>Administration (Operating)</b>							
Training /Conferences / Seminars / Travel	7-2-28-7310-307	5,900	5,900	0	3,700	1,200	
Licences and Insurance	7-2-28-7310-490	5,900	5,900	0	3,700	1,200	
Audit and Legal	7-2-28-7310-332	2,500	2,500	0	1,250	650	
Meeting Costs	7-2-28-7310-423	1,900	1,900	0	740	260	
Small Tools, Equipment & Furniture	7-2-28-7310-459	1,000	1,000	0	740	260	
		14,500	14,500	0	10,730	3,770	
<b>Total Administration (Operating)</b>		<b>14,500</b>	<b>14,500</b>	<b>0</b>	<b>10,730</b>	<b>3,770</b>	Transferred from unallocated property acquisition funds
<b>Capital</b>							
Administration (capital)	7-2-28-7310	75,000	75,000	0	55,500	19,500	Transferred from unallocated property acquisition funds
Phase 2 Engineering Services	7-6-28-8751	338,000	328,069	-10,000	236,800	81,269	Transfer from Reserves (balance of \$ 119,249 + \$ 60 R in 2010 & 2011) = total of \$ 179,000 - \$ 147,500 from unallocated property acquisition less admin.
River Intake / Treatment Prop. Acquisition	7-6-28-8750	1,250,000	1,250,000	0	925,000	325,000	Property Acquisition for Intake and Treatment including legal, appraisal, environmental consulting etc.
WTP Property - Site Improvements	7-6-28-8752	9,500	19,500	10,000	14,400	5,070	Gates to site, broom removal, signage and ditchwork (Funds from unallocated Property Acquisition)
<b>TOTAL EXPENDITURES (no Grant)</b>		<b>1,679,000</b>	<b>1,679,000</b>	<b>0</b>	<b>1,242,460</b>	<b>436,540</b>	
Capital Planning Grant							
Transfer from reserves							
<b>TOTAL EXPENDITURES (with Grant)</b>		<b>1,679,000</b>	<b>1,679,000</b>	<b>0</b>	<b>1,242,460</b>	<b>436,540</b>	

**TABLE 2  
ENGLISHMAN RIVER WATER SERVICE  
2012 - 2016 FINANCIAL PLAN - BUDGET (\$)**

	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>REVENUE</b>						
Joint Venture Requisitions						
Parksville Requisition	1,242,480	1,288,185	1,808,979	1,953,154	11,157,191	11,507,171
RDN Requisition	436,540	452,605	635,587	686,243	3,920,094	4,043,060
<b>Total Joint Venture Requisitions</b>	<b>1,679,000</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>
Other Revenue						
Grants	0	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>1,679,000</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>
<b>EXPENDITURES</b>						
Operating						
Administration (Operating)						
Training / Conferences / Seminars / Travel	5,000	5,100	5,202	5,306	5,412	5,520
Licences and Insurance	5,000	5,100	5,202	5,306	5,412	5,520
Audit and Legal	2,500	2,550	2,601	2,653	2,706	2,760
Meeting Costs	1,000	1,020	1,040	1,061	1,082	1,104
Small Tools, Equipment & Furniture	1,000	1,020	1,040	1,061	1,082	1,104
<b>Total Administration (Operating)</b>	<b>14,500</b>	<b>14,790</b>	<b>15,086</b>	<b>15,388</b>	<b>15,695</b>	<b>16,009</b>
<b>Total Operating</b>	<b>14,500</b>	<b>14,790</b>	<b>15,086</b>	<b>15,388</b>	<b>15,695</b>	<b>16,009</b>
Capital						
Administration	75,000	124,000	126,480	129,010	131,590	134,222
Property Acquisition	1,250,000					
WTP Property Site Improvements (entrance / access)	19,500					
Phase 2						
Project Management	20,000	42,000		320,000		
Water Quality and Treatment Testing	130,000	40,000				
ASR Preliminary Geophysics and Test Well Siting Work	90,000	120,000				
Pilot Plant Rental and Associated Costs	80,000	10,000				
Supplemental Services / Hydraulic & Environmental Assessments		70,000				
Concept Design Update		40,000				

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	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
<b>Phase 3</b>						
ASR Test Well Drilling		90,000	100,000			
ASR - Pump Tests		30,000	300,000			
ASR - Soil & Water Lab Analysis		15,000				
ASR - Well Construction (300mm well)		90,000				
ASR - Well Pump Testing		30,000				
ASR - Temp. Water Connection		50,000	123,000			
ASR - Backflush & Discharge Basin Construction		40,000				
ASR - Monitoring Well Loggers		5,000				
ASR - Surveying		30,000				
ASR - Well Cycle Testing		50,000				
ASR - Well Equipment Piping		30,000	20,000			
ASR - Well Head Power		40,000	40,000			
ASR - Field Supervision Drilling and Testing		40,000	20,000			
ASR - Project Management - Engineering / Hydrogeology		60,000	40,000			
ASR - Aquifer Computer Modeling		30,000	30,000			
ASR - Contingency for Deep Well Test		50,000	50,000			
WTP & Intake - Preliminary Engineering Design		600,000	500,000			
Permitting and Licensing			30,000			
Value Engineering			50,000			
<b>Phase 4</b>						
Intake Environmental Mitigation				50,000		
Final Engineering Design			500,000	1,500,000		
Value Engineering				50,000		
ASR - Property Acquisition			100,000	400,000		
ASR - Property Easements / SRWs				100,000		
Contract Preparation / Specifications				50,000		
<b>Phase 5</b>						
Tendering				25,000		
<b>Phase 6</b>						
Contract Award					30,000	
Construction Management & Inspections Services					1,000,000	1,000,000
Intake - Construction of Civil Works					900,000	
Intake - Power Supply					240,000	
Intake - High Lift Pump Station					100,000	
Raw Water Transmission Main					360,000	
ASR - Connection to Supply Main					400,000	400,000
Water Treatment Plant Construction					7,400,000	9,000,000
ASR Well Development					2,500,000	2,500,000
Distribution Main Upgrades - Construction					2,000,000	2,500,000
<b>Phase 7</b>						
ASR - Commissioning						
WTP & Intake - Commissioning						
<b>Total Capital</b>	<b>1,664,500</b>	<b>1,726,000</b>	<b>2,429,480</b>	<b>2,624,010</b>	<b>15,061,590</b>	<b>15,534,222</b>
<b>TOTAL EXPENDITURES</b>	<b>1,679,000</b>	<b>1,740,790</b>	<b>2,444,566</b>	<b>2,639,397</b>	<b>15,077,285</b>	<b>15,550,231</b>

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