

**REGIONAL DISTRICT OF NANAIMO**  
**INAUGURAL BOARD MEETING**  
**TUESDAY, DECEMBER 9, 2003**  
(immediately following the Hospital District meeting)  
*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**

The Administrator will call the meeting to order.
- 9-11 Notification from the City of Nanaimo, City of Parksville and the Town of Qualicum Beach advising of their Council appointments to the Board for the year 2004.
- INAUGURATION OF BOARD MEMBERS**
- ELECTION OF BOARD CHAIRPERSON**
- ELECTION OF DEPUTY CHAIRPERSON**
- 2. DELEGATIONS**
- 3. BOARD MINUTES**
- 12-20 Minutes of the Board meeting held on November 18, 2003.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
- 21-23 **Eydie Fraser, AVICC**, re 2004 Resolutions.
- 24-26 **Fred George, Chairperson & Harvey Althouse, Chief, Cowichan Tribes**, re Bid for 2008 North American Indigenous Games.
- 27-28 **Al Litynski, Telus**, re Local Calling Area Expansion.
- 29-30 **BC Ferries**, re Labour Relations Board Rules on Essential Services.
- 6. UNFINISHED BUSINESS**

**Public Hearing.**

Report of the Public Hearing held December 4, 2003 with respect to Land Use and Subdivision Amendment Bylaw No. 500.297 - Richard Irwin on behalf of Tower Fence Products - 1882 Fielding Road - Area A. (Report to be circulated) (Electoral Area Directors except EA'B' - One Vote)

**For Adoption.**

**Bylaw No. 791.09** – Rural Streetlighting Local Service Area Boundary Amendment Bylaw. (All Directors – One Vote)

**Bylaw No. 1358** -- District 69 Ice Arena Conversion Bylaw. (All Directors – One Vote)

**7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

**7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**

31-33 Minutes of the Electoral Area Planning Committee meeting held November 25, 2003. (for information)

**PLANNING**

**DEVELOPMENT PERMIT APPLICATIONS**

**DP Application No. 60356 – Nanaimo Mini Storage (Soderstrom) – 2180 South Wellington Road – Area A.** (Electoral Area Directors except EA 'B' – One Vote)

**Delegations wishing to speak to Application No. 60356.**

*That Development Permit Application No. 60356 submitted by Nanaimo Mini Storage, to recognize an existing retaining wall within the South Wellington Development Permit Area No. 1 on the property legally described as That Part of Lot 3, Sections 11 & 12, Range 7, Cranberry District, Plan 3153, Lying Within Said Section 11, Except That Part in Plan 11018 and Plan 3372 RW, be approved, subject to the conditions outlined in Schedules No. 1, 2 and 3 of the corresponding staff report and the notification requirements pursuant to the Local Government Act.*

**FRONTAGE RELAXATION**

**Request for Relaxation of the Minimum 10% Frontage Requirement – Englishman River Land Corporation (Block 564) – Kaye Road – Area G.** (Electoral Area Directors except EA 'B' – One Vote)

*That the request, submitted by Brent Kapler on behalf of Englishman River Land Corporation to relax the minimum 10% frontage requirement for proposed Lots 15 – ALR, 12, 13, 14, 15, 29 and 30 of the proposed subdivision of Lot A, Block 564, Nanouse District, Plan VIP75278 as shown on the plan of subdivision be approved.*

**OTHER**

34-49 **Electoral Area 'F' Zoning & Subdivision Bylaw No. 1285 – 'Finetuning' Project.** (Electoral Area Directors except EA 'B' – One Vote)

- 1. That the staff report recommending proposed amendments to Bylaw No. 1285 be received.*
- 2. That staff be directed to prepare an amendment to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285, 2003" for consideration by the Board at the December 9, 2003 meeting that:*

- *Includes housekeeping amends;*
- *Recognizes the 42 requests in Table No. 1;*
- *Recognizes those requests in Table No. 2 providing supporting documentation is received prior to consideration of the Board; and*
- *Recognizes those requests of the 39 in Table No. 2 for additional dwellings where their construction predates Ministry of Health records providing they submit an acceptable septic system inspection and proof of dwelling unit age.*

3. *That staff report back to Board on the site-specific zoning requests on ALR land.*

## **NEW BUSINESS**

**Development Permit Area - General Policies.** (Electoral Area Directors except EA 'B' – One Vote)

*That staff prepare a report for the Electoral Area Planning Committee on a policy amendment within all OCP's which would ensure that public notification and public consultation takes place for all development permit applications whether the application requires a variance or not.*

## **7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

50-55

Minutes of the regular Committee of the Whole meeting held November 25, 2003.  
(for information)

## **COMMUNICATIONS/CORRESPONDENCE**

**UBCM, re Bill 75 – Significant Projects Streamlining Act.** (All Directors – One Vote)

*That the correspondence from UBCM with respect to the Province's introduction of the Significant Projects Streamlining Act (Bill 75) be received for information.*

## **COMMUNITY SERVICES**

**Inclusion of Hogweed on Noxious Weed List.** (All Directors – One Vote)

*That the report, "Inclusion of Hogweed on Noxious Weed List" be received.*

*That the management of hogweed as a noxious weed in the Regional District of Nanaimo through a new weed control function/service area not be pursued at this time.*

*That this item be referred back to staff for a report which would investigate the feasibility of a district weed control function including its influence over District residents, local municipalities and provincial responsibilities.*

*That the following resolution be conveyed to the Association of Vancouver Island & Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM) for the purpose of lobbying the Province to take entire responsibility for the control of the proliferation of hogweed:*

*WHEREAS the Province of British Columbia imposes a duty on all land occupiers to control noxious plants designated in the Weed Control Regulation in Schedule A, Part 1, and giant hogweed is not designated as a noxious plant by the Weed Control Regulation;*

*AND WHEREAS giant hogweed is a noxious plant in several areas of the Province and it has a negative impact on human health, the environment and agricultural economic activity;*

*THEREFORE BE IT RESOLVED that the Association of Vancouver Island & Coastal Communities and the Union of BC Municipalities request the Province to designate giant hogweed as a noxious plant in the Weed Control Regulation or some other legislation of comparable stature, impose a duty on all land occupiers to control giant hogweed and enforce that duty using provincial, rather than local government, resources.*

## **RECREATION & PARKS**

### **Gabriola Recreation Society Agreement Renewal. (All Directors - Weighted Vote)**

*That the Agreement with the Gabriola Recreation Society be renewed for a one-year term from January 1, 2004 until December 31, 2004.*

### **Descanso Bay Regional Park – Draft Management Plan. (Electoral Area Directors – Weighted Vote)**

*That the Descanso Bay Regional Park Draft Management Plan be approved and that staff be directed to advertise a request for proposal to operate the Park and subsequently negotiate a five-year operating contract.*

### **Horne Lake Regional Park – Status Report. (All Directors – One Vote)**

*That the status report on the Horne Lake Regional Park (HLRP) be received for information.*

*That staff be directed to prepare an update report for the February 24, 2004 Committee of the Whole meeting on the HLRP Management Plan for review and approval by the Board prior to the consideration of park operation arrangements for the 2004 camping season.*

## **CORPORATE SERVICES**

### **ADMINISTRATION**

#### **Policy for Use of RDN Meeting Rooms. (All Directors – One Vote)**

*That the Board approve the policy attached to the corresponding staff report outlining a fee structure for the use of RDN meeting rooms by government and non-profit user groups.*

*That Nanaimo Search & Rescue be permitted to use the Committee Room at no charge on a weekly basis, subject to the room's availability.*

## **FINANCE**

### **Operating Results to September 30, 2003. (All Directors - One Vote)**

*That the summary report of financial results from operations to September 30, 2003 be received for information.*

## **FIRE PROTECTION**

### **Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364. (All Directors - 2/3)**

- 1. That the request from the Coombs Hilliers Volunteer Fire Department to use reserve funds for improvements to Firehall #2 be approved.*
- 2. That "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003" be introduced for first three readings.*
- 3. That "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003" having received three readings, be adopted.*

### **Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01. (All Directors - 2/3)**

- 1. That the tender to replace/undertake upgrades to Nanoose Bay Fire Protection Society fire truck #13 be awarded to Pro-Fire Emergency Equipment for a price of \$148,870.*
- 2. That "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003" be introduced for first three readings.*
- 3. That "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003" having received three readings, be adopted.*

### **Errington Fire Department - Request to Enter into Lease Financing for the Purchase of a Fire Truck. (All Directors - Weighted)**

*That the Manager of Financial Services be authorized to secure five year lease financing in the amount of \$154,550 for the purpose of purchasing a fire truck for the Errington Fire Department.*

## **DEVELOPMENT SERVICES**

## **EMERGENCY PLANNING**

### **Appointment of Emergency Planning Area Coordinator and Bylaw Enforcement Officer. (All Directors - One Vote)**

*That Jani M. Thomas be appointed as Emergency Planning Area Coordinator and Maureen Pearse as Deputy Emergency Planning Area Coordinator as detailed in Bylaw No. 953;*

*That Jani M. Thomas is further appointed as a Bylaw Enforcement Officer under Bylaw No. 857 and amendments thereto;*

*That Jame M. Thomas is authorized as a Bylaw Enforcement Officer to utilize the powers to issue Municipal Ticket Informations and other such documents;*

*That Jani M. Thomas be appointed as Peace Officer within the limits of the Criminal Code of Canada.*

## **PLANNING**

**Englishman River Storm Water Management Service Area Establishment Bylaw No. 1363.** (All Directors – One Vote)

*That "Regional District of Nanaimo Englishman River Community Storm Water Management Service Area Establishment Bylaw No. 1363, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*

## **ENVIRONMENTAL SERVICES**

### **SOLID WASTE**

**Waste Stream Management Licensng – Progress Report.** (All Directors – One Vote)

*That the Board receive the staff report on development of a Waste Stream Management Licensing system, for information.*

## **UTILITIES**

**Surfside Sewer LSA Bylaw No. 1124.02.** (All Directors – One Vote)

- 1. That "Surfside Sewer Local Service Area Amendment Bylaw No. 1124.02, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*
- 2. That "Northern Community Sewer Local Service Area Amendment Bylaw No. 889.23, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*

## **COMMISSION, ADVISORY & SELECT COMMITTEE**

**Electoral Area 'A' Parks & Green Spaces Advisory Committee.** (All Directors – One Vote)

*That the minutes of the Electoral Area 'A' Parks & Open Space Committee meeting held September 18, 2003 be received for information.*

**Transit Business Plan Update Select Committee.** (All Directors – One Vote)

*That the minutes of the Transit Business Plan Update Select Committee meeting held October 30, 2003 be received for information.*

Community Bus (Parksville, Qualicum Beach, Electoral Areas 'E', 'G', 'H' – Weighted Vote)

*That the District 69 – Community Bus proposal be approved subject to public consultation, BC Transit's cost sharing commitment for a combined service and final Board review as part of the 2004 annual budget approval process.*

*That the District 69 – Community Bus proposal be referred to the Transit Business Plan Update Committee for further discussion with respect to Electoral Area 'H' and discussion held earlier with respect to buses.*

Downtown Nanaimo Partnership (Nanaimo, Electoral Area 'A', 'D', Lantzville – Weighted Vote)

*That staff meet with the Downtown Nanaimo partnership group to develop a marketing and promotions strategy that will encourage students and faculty of Malaspina University College to visit downtown using Transit services.*

**Nanoose Bay Parks & Open Space Advisory Committee. (All Directors – One Vote)**

*That the draft minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held November 3, 2003 be received for information.*

**District 69 Recreation Commission.**

(All Directors – One Vote)

*That the minutes of the District 69 Recreation Commission meeting held November 13, 2003 be received for information.*

(Parksville, Qualicum Beach, EA's E, F, G, H – Weighted Vote)

*That the recommendations from the District 69 Recreation Commission Grants Committee be approved as follows:*

*Youth Grants:*

<i>Ballenas Cheer &amp; Stunt Squad – bus transportation</i>	\$	2,000
<i>Kondors Rugby – equipment</i>	\$	1,284
<i>Oceanside Lynx Cheerleading Squad – equipment/uniforms</i>	\$	2,000
<i>Oceanside Track and Field – cinder for track</i>	\$	4,600

*Community Grants:*

<i>Arrowsmith Agricultural Assoc. – main hall ceiling &amp; trim</i>	\$	8,850
<i>Bow Horn Bay Community Club – Fall Fair</i>	\$	4,000
<i>Coombs Halloween Candy Walk – props</i>	\$	1,000
<i>D69 Eating Disorder Awareness Week Comm. – spa night</i>	\$	1,600
<i>D69 Family Resource Association -- Family Fun Night</i>	\$	780
<i>D69 Family Resource Association Open House</i>	\$	200
<i>Time Out for Tots &amp; Moms (TOTAM) – rental/advertising</i>	\$	2,410

**7.3 EXECUTIVE STANDING COMMITTEE**

**7.4 COMMISSIONS**

**7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

**Intergovernmental Advisory Committee. (All Directors – One Vote)**

56-62 Minutes of the Intergovernmental Advisory Committee meeting held December 3, 2003. (for information)

**Regional Growth Monitoring Advisory Committee/State of Sustainability Project. (All Directors – One Vote)**

63-65 Minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held December 3, 2003. (for information)

**Transit Business Plan Update Select Committee. (All Directors – One Vote)**

66-69 Minutes of the Transit Business Plan Update Select Committee meetings held November 26, 2003 & December 2, 2003. (for information)

*That HandyDART/Taxi services be provided as required as part of the Electoral Area 'II' Service provision to ensure full accessibility.*

*That staff be directed to contact local taxi companies to determine the level of service they could provide to complement service under the Community Bus Proposal and in areas of low ridership.*

**8. ADMINISTRATOR'S REPORT**

70-71 School District 68 E911 Dispatch Consolidation. (All Directors – One Vote)

72-81 2004 Budget & 2004-2009 Financial Plan. (All Directors – One Vote)

Regional Services Review, Phase II – Terms of Reference. (All Directors – One Vote) (Report to be circulated)

**8.1 PRESENTATION**

2004 Proposed Annual Budget

- Community Services
- Development Services

**9. ADDENDUM**

**10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**11. NEW BUSINESS**

**12. BOARD INFORMATION** (Separate enclosure on blue paper)

**13. ADJOURNMENT**

**14. IN CAMERA**

*That pursuant to section 242.2(1)(e) & (h) of the Local Government Act the Board proceed to an In Camera meeting to consider the acquisition of land and legal matters.*





# CITY OF NANAIMO

VANCOUVER ISLAND • BRITISH COLUMBIA

2003-DEC-03

Mr. Kelly Daniels, Chief Administrative Officer  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Dear Mr. Daniels:

Please be advised that the following members of City Council will sit as Directors on the Regional District Board for the year 2004:

Gary Korpan, Mayor  
Loyd Sherry, Councillor  
Larry McNabb, Councillor  
Bill Holdom, Councillor  
Ron Cantelon, Councillor  
Tom Krall, Councillor

Alternates:

Jeet Manhas, Dawn Tyndall, Diane Brennan

If you should require any further information, please don't hesitate to call me.

Yours truly,

Jim Bowden  
Sr. Mgr. Corporate Administration

JB/ms



## City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC, V9P 2H3  
 Telephone: (250) 248-6144 Fax: (250) 248-6650  
[www.city.parksville.bc.ca](http://www.city.parksville.bc.ca)

December 3, 2003

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

Dear Sir:

**Re: 2004 Council Appointments to the RDN Board of Directors**

At the December 1, 2003 meeting of Council, Mayor Randy Longmuir was appointed as Council's voting representative to the Regional District of Nanaimo Board of Directors for the period December 1, 2003 to June 7, 2004.

Councillor J. Barry Johnston was appointed first alternate and Councillor Fred G. Demmon was appointed second alternate for the period December 1, 2003 to June 7, 2004. Appointments for the balance of 2004 will be made at the June 7, 2004 Council meeting.

Elected officials may be contacted at City Hall or at:

Mayor R. J. Longmuir 629 W. Banks Avenue Parksville, BC V9P 1G2	248-8515(h) 954-4661(w) email:rlongmuir@city.parksville.bc.ca
Councillor J. Barry Johnston 404 Allwood Street Parksville, BC V9P 1C4	248-8666(h) 248-8666(fax) email:canimp@shaw.ca
Councillor Fred G. Demmon 691 Woodburn Street Parksville, BC V9P 2M1	248-0589(h) email:demmon@shaw.ca

Yours very truly,

SHIRLEY E. HINE, CMC  
 Director of Administrative Services

SEH\*mjs

c: Mayor R. Longmuir  
 Councillor J. B. Johnston  
 Councillor F. G. Demmon

December 3, 2003

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

**Attention: Maureen Pearse, Manager Administrative Services**

Dear Ms. Pearse

**Re: Town of Qualicum Beach Appointments**

Please be advised that Council, at their Regular Meeting held Monday, December 1<sup>st</sup>, 2003 re-appointed Mayor T. (Teunis) Westbrook as Regional District of Nanaimo Director for the 2004 calendar year.

Further, Councillor Anton Kruyt will continue to serve as alternate Director.

We trust you will find the above to be satisfactory.

Yours truly



**T.L. (Twyla) Johnson**  
**Deputy Corporate Administrator**  
**Town of Qualicum Beach**

File: 0470-20-RDN  
F: Letters/04/rdn.app.tj

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, NOVEMBER 18, 2003, AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director H. Kreiberg Alternate	Electoral Area A
Director B. Sperling	Electoral Area B
Director E. Hamilton	Electoral Area C
Director D. Haime	Electoral Area D
Director P. Bibby	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director G. Korpan Alternate	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director T. Krall Alternate	City of Nanaimo
Director D. Tyndall	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Holdom	City of Nanaimo

**Also in Attendance:**

K. Daniels	Chief Administrative Officer
J. Finnie	Gen. Mgr. of Environmental Services
B. Lapham	Gen. Mgr. of Development Services
N. Connelly	Gen. Mgr. of Community Services
C. Mason	Gen. Mgr. of Corporate Services
M. Pearse	Manager of Administrative Services

**CALL TO ORDER**

The Chairperson welcomed Alternate Directors Brennan, Tyndall and Sperling to the meeting.

**DELEGATIONS**

**Randy O'Donnell, re Zoning Inconsistencies - Area D.**

Mr. O'Donnell voiced his continuing opposition to the Jameson Road quarry and urged Board members to continue a legal challenge to uphold the existing zoning bylaws.

**Derek Poteryko, re Jameson Road Quarry - Area D.**

Mr. Poteryko spoke of the negative health effects that the quarry has on nearby residents.

MOVED Director Westbrook, SECONDED Director D. Haime, that a late delegation be permitted to address the Board.

CARRIED

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**Steve Atkinson, re Zoning Bylaw No. 500 in Relation to the Jameson Road Quarry – Area D.**

Mr. Atkinson voiced his concerns about the operation of the Jameson Road quarry and encouraged the Board to get a second legal opinion.

**BOARD MINUTES**

MOVED Director Krall, SECONDED Director Biggemann, that the minutes of the Board meeting held on October 14, 2003 be adopted.

**COMMUNICATIONS/CORRESPONDENCE**

CARRIED

**Donna & Bernd Mason, E.A. Pallot, Michael Jessen, Thomas McArthur, Richard Dean & William & Petronella Schoonderbeek, re DP Application No. 60354 – French Creek Estates Ltd. – Columbia Drive – Area G.**

MOVED Director Hamilton, SECONDED Director Krall, that Development Permit Application No. 60354 and all correspondence be referred back to staff.

**UNFINISHED BUSINESS**

CARRIED

**Public Hearing.**

**Report of the Public Hearing held October 29, 2003 with respect to Electoral Area 'F' Zoning & Subdivision Bylaw No. 1285.03 – Green Choice Energy Ltd./Fern Road Consulting Ltd. – 2570 Peterson Road – Area F.**

MOVED Director Biggemann, SECONDED Director Hamilton, that the Report of the Public Hearing containing the Summary of the Minutes and Submissions of the Public Hearing held October 29, 2003 on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285.03, 2003", be received.

CARRIED

MOVED Director Biggemann, SECONDED Director Hamilton, that "Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285.03, 2003" amending the zoning from A-1 (Agriculture-1) to CD-14 2570 Peterson Road, be given 3<sup>rd</sup> reading for the property legally described as Lot A, District Lot 182, Nanoose District, Plan VIP65017.

CARRIED

MOVED Director Biggemann, SECONDED Director Hamilton, that the applicants be required to meet the Conditions of Approval as outlined in Schedule No. 1 prior to the Board's consideration of adoption.

CARRIED

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Hamilton, SECONDED Director Kreiberg, that the minutes of the Electoral Area Planning Committee meeting held October 28, 2003 be received for information.

CARRIED

**PLANNING**

**AMENDMENT APPLICATIONS**

**Zoning Amendment Application No. ZA0312 – Richard Irwin on behalf of Tower Fence Products – 1882 Fielding Road – Area A.**

MOVED Director Hamilton, SECONDED Director Kreiberg, that the minutes from the Public Information Meeting held on October 15, 2003 be received.

CARRIED

MOVED Director Hamilton, SECONDED Director Kreiberg, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.297, 2003" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Hamilton, SECONDED Director Kreiberg, that "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.297, 2003" proceed to public hearing.

CARRIED

MOVED Director Hamilton, SECONDED Director Kreiberg, that the public hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.297, 2003" be delegated to Director Kreiberg or his alternate.

CARRIED

**DEVELOPMENT PERMIT APPLICATIONS**

**DP Application No. 60351 – Hawthorne & Anscombe – 816 Flamingo Drive – Area G.**

MOVED Director Hamilton, SECONDED Director Bibby, that Development Permit Application No. 60351, submitted by Fern Road Consulting, Agent, on behalf of Robert Hawthorne and Lorna Anscombe, for property legally described as Lot 4, District Lot 10, Newcastle District, Plan VIP73563, to vary the maximum accessory building height within the Residential 2 (RS2) zone from 6.0 metres to allow for construction of a detached garage at 9.7 metres GSC be approved subject to the conditions outlined in Schedules No. 1, 2, 3 and 4 of the staff report and subject to the notification requirements pursuant to the Local Government Act.

CARRIED

**DP Application No. 60352 – Fern Road Consulting Ltd./Pepler – 3395 Blueback Drive – Area E.**

MOVED Director Hamilton, SECONDED Director Biggemann, that Development Permit Application No. 60352, submitted by Fern Road Consulting Ltd., on behalf of William Richard Pepler, for the property legally described as Lot 33, District Lot 78, Nanoose District, Plan 15983 requesting to:

1. Relax the minimum setback requirement for the inland top of slope of 30% or greater adjacent the sea from 8.0 metres to 4.0 metres in order to accommodate the siting of two terraced riprap retaining walls;
2. Relax the minimum setback requirements for both interior side lot lines from 2.0 metres to 0.0 metres in order to accommodate the siting of two terraced riprap retaining walls;
3. Relax the maximum dwelling unit height from 8.0 metres to 9.5 metres in order to accommodate the siting of the dwelling unit

be approved subject to the conditions outlined in Schedules No. 1, 2 and 3 and subject to the notification requirements pursuant to the Local Government Act.

CARRIED

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**DP Application No. 60354 – French Creek Estates Ltd. – Columbia Drive – Area G.**

This Application was referred back to staff earlier in the meeting.

**DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

**DVP Application No. 9623 Addendum – Gerald Rupp – 1570 Fawcett Road – Area A.**

MOVED Director Hamilton, SECONDED Director Kreiberg, that Development Variance Permit No. 9623, issued to Gerald Rupp, to vary the minimum setback requirements for a rear lot line from 2.0 metres to 1.0 metres and for a side lot line from 2.0 metres to 1.0 metres for the property legally described as Lot 13, Plan 3779, Section 17, Range 4, Cedar Land District be re-issued, subject to the notification requirements pursuant to the Local Government Act and subject to the conditions as outlined in Schedule No. 1.

CARRIED

**DVP Application No. 90321 – RG Fuller & Associates on behalf of Land & Water BC – Alberni Highway – Area F.**

MOVED Director Hamilton, SECONDED Director Biggemann, that Development Variance Permit Application No. 90321, submitted by RG Fuller & Associates Ltd. on behalf of Land & Water BC, to allow the creation of a non-contiguous lot in conjunction with the proposed subdivision of District Lot 104 and Lot 1, DL 94, Plan 12937, Except Part in Plan VIP61775, Both of Nanoose District, be approved as shown on Schedule No. 1 subject to notification procedures pursuant to the Local Government Act.

CARRIED

**OTHER**

**Building Strata Conversion Application – Fern Road Consulting Ltd. on behalf of Ocean Place Holdings Ltd. – 1600 Stroulger Road – Area E.**

MOVED Director Hamilton, SECONDED Director Bibby, that the request from Fern Road Consulting Ltd., on behalf of Ocean Place Holdings Ltd. for the commercial building strata conversion of 5 units as shown on the Phased Strata Plan of Lot A, Plan VIP51529, DL 22, Nanoose District and DL 2000 Nanaimo District, be approved.

CARRIED

**Technical Review Planning Project – Bylaw No. 500 – Public Consultation Framework.**

MOVED Director Hamilton, SECONDED Director Bibby, that the staff report on the Bylaw No. 500 Planning Project be received.

CARRIED

MOVED Director Hamilton, SECONDED Director Bibby, that the Public Consultation Framework as set out in Attachment No. 1 of the staff report be endorsed by the Board.

CARRIED

**Aquaculture – OCP and Zoning Amendments, Issues & Public Consultation Framework.**

MOVED Director Hamilton, SECONDED Director Bartram, that this item be referred back to staff for further information prior to going to the Board.

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

CARRIED

MOVED Director Longmuir, SECONDED Director Bartram, that the minutes of the regular Committee of the Whole meeting held October 28, 2003 be received for information.

CARRIED

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**COMMUNITY SERVICES**

**Nanaimo Area Land Trust Update on Mount Benson.**

MOVED Director Hamilton, SECONDED Director Bibby, that the update report on Mount Benson and the efforts of the Nanaimo Area Land Trust be received for information.

**CORPORATE SERVICES**

CARRIED

**ADMINISTRATION**

**Policy A1.2 - Distribution of Agendas.**

MOVED Director Westbrook, SECONDED Director Bibby, that the Board approve an amendment to Policy A1.2 Distribution of Agendas circulation list to receive full agendas, to include the District of Lantzville Administrator and that Policy A1.2 be amended to authorize the distribution of agenda packages, excluding in camera agendas, to alternate directors who wish to receive them; and that these agenda packages be included in the Board Director's courier package for pick up by alternate directors.

**Regional Services Review - Terms of Reference.**

CARRIED

MOVED Director D. Haine, SECONDED Director Hamilton, that this item be referred to a Board workshop to allow Directors an opportunity to review and comment on the terms of reference prior to approval.

**FINANCE**

CARRIED

**Financing Alternatives for Oceanside Place.**

MOVED Director Longmair, SECONDED Director Bartram, that short term financing for the multiplex project be used as long as possible and that long term debt be secured at a target rate between 6.3% and 6.8%; and further that the Town of Qualicum Beach be approached to act as a lender or be permitted to pre-pay their share of costs at the time of securing long term funds provided that this does not increase the yearly or total costs to the other jurisdictions.

**DEVELOPMENT SERVICES**

CARRIED

**BUILDING INSPECTION**

**Section 700 Filings.**

MOVED Director Kreiberg, SECONDED Director Korpan, that a notice be filed against the title of the property listed, pursuant to Section 700 of the Local Government Act and that if the infractions are not rectified within ninety (90) days, legal action may be pursued:

That part of Lot 3, Sections 11 and 12, Range 7, Cranberry Land District, Plan 3153, Lying within said Section 11, except that part in Plan 11018 and Plan 3372W, 2180 South Wellington Road, Electoral Area 'A', owned by R. Soderstrom;

The Chairperson advised that the outstanding infractions on the following property have been resolved:

Lot 1, Section 14, Range 4, Cedar Land District, Plan 26045, 1841 Shasta Road, Electoral Area 'A', owned by Estevan Engineering Ltd.;

CARRIED

**PAGE**  
116



**ENVIRONMENTAL SERVICES**

**LIQUID WASTE**

**Greater Nanaimo Pollution Control Centre Dewatering Upgrade.**

MOVED Director Krall, SECONDED Director McNabb, that the Regional District of Nanaimo award supply of a centrifuge for the GNPCC Dewatering upgrade for the tendered amount of \$322,070 to Alfa Laval.

**SOLID WASTE**

CARRIED

**Notice of Intent to Issue Landfill Operation Certificate No. MR-01714.**

MOVED Director Krall, SECONDED Director McNabb,:

1. That the Board accept the attached Operational Certificate as drafted by the Regional Waste Manager and publish the Notice of Intent; and
2. That the Board approve the establishment of a new Environmental Technician position for the Solid Waste Department to inspect, maintain and operate the environmental protection systems required in the Operational Certificate.

**COMMISSION, ADVISORY & SELECT COMMITTEE**

CARRIED

**Grants-In-Aid Committee.**

MOVED Director Hamilton, SECONDED Director Longmuir, that the minutes of the Grants-in-Aid Committee meeting held October 20, 2003 be received for information.

MOVED Director Krall, SECONDED Director Kreiberg, that the following grants be approved:

School District 68:

Cedar Community Association	\$ 2,632
Cedar School & Community Enhancement Society	\$ 879
The Hope Centre	\$ 565
Nanaimo Search & Rescue Society	\$ 750
	<u>\$ 4,826</u>

CARRIED

MOVED Director Bartram, SECONDED Director Longmuir, that the following grants be approved:

School District 69:

District 69 Society of Allied Support Groups	\$ 500
District 69 Volunteer Association	\$ 2,690
Lighthouse Country Marine Rescue Society	\$ 2,500
Mount Arrowsmith Elder Abuse Prevention Comm.	\$ 310
Oceanside Community Arts Council	\$ 1,000
Parksville Qualicum Beach & District BCSPCA	\$ 500
RCMP Auxiliary	\$ 500
TOTAMS - Time Out for Tots & Moms	\$ 450
	<u>\$ 8,450</u>

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Proposed Liquid Natural Gas Facility on Vancouver Island.**

MOVED Director Krall, SECONDED Director Westbrook, that the Regional District of Nanaimo indicate to Terasen Gas that the Board is willing to consider location of the Liquefied Natural Gas storage facility proposed for Vancouver Island within the regional boundaries subject to resolution of any technical issues related to fire and seismic safety, aesthetics, structural considerations and other issues including the environmental impact.

CARRIED

**Nanaimo Area Land Trust Core Funding Support.**

MOVED Director Holdom, SECONDED Director Hamilton, that the request from the Nanaimo Area Land Trust for core funding be referred to the 2004 budget process.

CARRIED

**NEW BUSINESS**

**Mines Act Permit Amendment Application – Copcan Contracting Limited – Jameson Road.**

MOVED Director D. Haime, SECONDED Director Holdom, that a letter be sent to the Chief Inspector of Mines stating that the Regional District of Nanaimo does not support the amendment, stating clearly that crushing/processing is against our zoning and land use bylaws, the community's OCP and is in contradiction of the public consultation process the RDN was part of in 1999/2000 and that a copy of the letter be sent to Minister Neufeld and the local MIA's.

CARRIED

MOVED Director D. Haime, SECONDED Director Holdom, that the Board reaffirm to the residents that if crushing/processing takes place on the Jameson Road property the Regional District of Nanaimo will take action if its bylaws are contravened.

CARRIED

MOVED Director D. Haime, SECONDED Director McNabb, that the RDN get a second legal opinion with regards to the rights of the RDN to enforce its zoning bylaws and the legal rights available to them.

CARRIED

UNANIMOUSLY

**SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

**Intergovernmental Advisory Committee.**

MOVED Director McNabb, SECONDED Director Bibby, that the minutes of the Intergovernmental Advisory Committee meeting held October 29, 2003 be received for information.

CARRIED

**Regional Growth Monitoring Advisory Committee/State of Sustainability Project.**

MOVED Director Krall, SECONDED Director Holdom, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meetings held October 21 and November 4, 2003 be received for information.

CARRIED

**Area 'B' Parks & Open Space Advisory Committee.**

MOVED Director Sperling, SECONDED Director D. Haime, that the minutes of the Area 'B' Parks & Open Space Advisory Committee meeting held September 8, 2003 be received for information.

CARRIED

**PAGE 18**

**ADMINISTRATOR'S REPORT**

**Results of the Emergency Wharf Referendum (Bylaw No. 1357) – Area B.**

MOVED Director Sperling, SECONDED Director D. Haine, that the official results of the Electoral Area 'B' Emergency Wharf Referendum be received for information.

CARRIED

MOVED Director Sperling, SECONDED Director Bibby, that "Descanso Bay Wharf Service Bylaw No. 1357, 2003", be adopted.

CARRIED

**French Creek Water LSA – Proposed Advisory Committee.**

MOVED Director McNabb, SECONDED Director Westbrook, that the appointments to the French Creek Water Local Service Area Advisory Committee be held in abeyance until the Chartwell incorporation matter has been resolved.

CARRIED

**Financing Alternatives for Oceanside Place.**

MOVED Director Westbrook, SECONDED Director Biggemann, that the Town of Qualicum Beach be requested to confirm its interest in prepaying its share of capital costs on or before March 2004.

CARRIED

**Revision to Development Permit No. 60348 – Symington – 857 Flamingo Drive – Area G.**

MOVED Director Hamilton, SECONDED Director Bartram, that Development Permit No. 60348, submitted by Fern Road Consulting, Agent, on behalf of Wilfred Alan Symington and Margaret Lynn Symington, be amended to vary the minimum setback from the natural boundary as shown on the subdivision plan, from 8.0 metres to 6.7 metres to permit the siting of a deck as shown on Schedule No. 1.

CARRIED

**Bill 75 – Significant Projects Streamlining Act.**

MOVED Director Korpan, SECONDED Director McNabb, that the Regional District of Nanaimo strongly support the UBCM in its position of opposing the proposed legislation included in Bill 75 and that a copy of this correspondence be sent to the Premier, Minister Nebbeling and the Attorney General.

CARRIED

**IN CAMERA**

MOVED Director Krall, SECONDED Director Longmuir, that pursuant to Section 242.2(1)(b) of the *Local Government Act* the Board proceed to an In Camera meeting to consider legal matters.

CARRIED

**ADJOURNMENT**

MOVED Director McNabb, SECONDED Director Krall, that this meeting be adjourned to allow for an In Camera meeting.

TIME: 8:10 PM

CARRIED

\_\_\_\_\_  
CLAIRPERSON

\_\_\_\_\_  
GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO			
NOV 20 2003			
CHAIR		GMCrS	
CAO		GMDS	
GMCmS		GMES	
<i>Conium</i> ✓			

TO: AVICC MEMBERS  
 FROM: Eydie Fraser, Executive Coordinator  
 RE: 2004 RESOLUTIONS - ANNUAL GENERAL MEETING  
 DATE: November 17, 2003

**DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by:

**FEBRUARY 11, 2004**

**SUBMISSION REQUIREMENTS**

Resolutions submitted to the AVICC for consideration shall be submitted as follows:

- one copy of the resolution;
- the resolution should not contain more than two "whereas" clauses;
- background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

**LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements to the AVICC by the Monday noon (March 22) preceding the date of the Annual General Meeting.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions have been debated.

- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

MODEL RESOLUTION

SHORT TITLE \_\_\_\_\_

Sponsor's Name

WHEREAS \_\_\_\_\_  
\_\_\_\_\_

AND WHEREAS \_\_\_\_\_  
\_\_\_\_\_

THEREFORE BE IT RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_




# Cowichan Tribes

5760 Allenby Road Duncan, BC V9B 5J1  
Telephone (250) 748-2106 Fax (250) 748-1233

REGIONAL DISTRICT  
OF NANAIMO  
RECEIVED  
NOV - 3 2003  
NOV 03 2003  
CHAIRMAN  
REGIONAL DISTRICTS  
COMMISSIONER  
October 2003

*KT*  
*WE SHOULD*  
*SEND A LETTER*  
*OF SUPPORT*  
*AS per Attached*



Dear Supporter;

The North American Indigenous Games (NAIG) represents a competitive forum for world-class level athletes to demonstrate their abilities and for the host region to showcase the spectacular natural beauty, unique cultural history and talents of local residents.

The first North American Indigenous Games were held in Edmonton, Alberta in 1990. The most recent Games were held in Winnipeg, Manitoba in 2002, and the next Games will be held in Buffalo in 2005.

❖ **The Games bring 7,000 – 8,000 First Nations, Metis and Inuit athletes and coaches into the community.**

This is twice the size of the 1994 Commonwealth Games, hosted by Victoria. The Games will also involve thousands of cultural performers and up to 5,000 volunteers. They are a huge undertaking and offer the potential for enormous benefits for everyone in the Cowichan Valley and mid-Island region.

❖ **Cowichan Tribes are driving a Bid to host the Games here in 2008.**

Right now, we are working to develop a strong case to demonstrate that we have the resources, facilities and established network of relationships, to host a successful Games.

The estimated budget for these Games, is \$10 million. There is a funding agreement in place stating that the federal and provincial governments will provide \$7 million of this budget.

❖ **The host community/region must demonstrate the ability to provide \$3 million of the budget.**

This can only be achieved through a wide range of dynamic funding partners stepping up to the plate.

A Council consisting of 26 mandated representatives, 13 from Canada and 13 from the U.S.A., govern the NAIG Games. The NAIG Council is responsible for determining the site of future North American Indigenous Games through a bid process.



❖ **We need your support to ensure that the Cowichan Tribes Bid stands above the competition.**

Every province, territory and state in Canada and the U.S.A. will be represented in sixteen sports: 3-D archery, canoeing, field lacrosse, athletics, badminton, baseball, Basketball, boxing, golf, rifle shooting, soccer, softball/fastball, swimming, tae kwon do, volleyball and freestyle wrestling.

❖ **How can your organization support the Bid? There are options.**

1. Write a letter of support; indicating proposed financial or in-kind support for the 2008 Games.
2. Write a letter of support for the Bid and submit it to Craig George at Cowichan Tribes via fax: 250-715-1023, email [google@island.net](mailto:google@island.net), or could be picked up by Craig George by **December 01, 2003**.
3. Inform your members, business partners, stakeholders and customers about the Bid effort and encourage them to write a letter of support.

**\*\*\*Please address letters of support to:  
2008 North American Indigenous Games BC Site Selection Committee,  
c/o ASRA, #1 Boat Ramp Road  
Brentwood Bay, BC V8M 1N9**

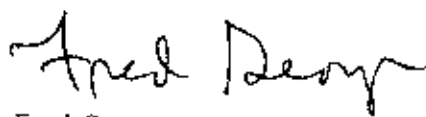
The 2008 North American Indigenous Games will leave a lasting legacy for the people of Vancouver Island and British Columbia. These Games represent an ideal situation to work collaboratively to show the Indigenous athletes of North America the beauty and hospitality of this area. They will also provide the corporate community, social organizations and funding agencies with an excellent opportunity to showcase their products and service to an audience of thousands.

Hosting the Games in 2008 will be an excellent opportunity, particularly leading up to the 2010 Winter Olympics. It will also demonstrate the mid Island's capacity for hosting large sport and cultural events and generate a reputation in the international sport community that this region can orchestrate events of a large magnitude.

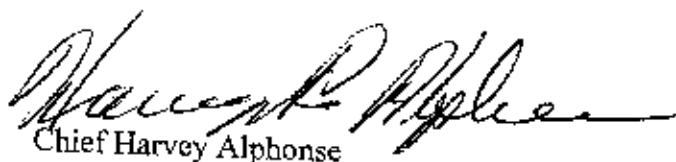
**I invite you to support the Bid for the 2008 North American Indigenous Games by writing a letter and confirming that this region is enthusiastic about hosting the Games.**

If you have any questions about the Bid being developed, please contact Fred George or Craig George, Bid Book team at (250) 715-1022.

Yours sincerely,



Fred George  
Chairperson



Chief Harvey Alphonse  
Cowichan Tribes

Draft letter of support from community organization

2008 North American Indigenous Games BC Site Selection Committee,  
c/o ASRA,  
#1 Boat Ramp Road  
Brentwood Bay, BC V8M 1N9

(Date)

Dear Site Selection Committee;

Our organization, the \_\_\_\_\_ wishes to express our support for the Cowichan Tribes Bid to host the 2008 North American Indigenous Games.

We believe that these Games are important to all First Nations communities and that they provide an excellent forum for Aboriginal Youth and Adults to demonstrate their sport skills.

We are prepared to assist in gathering the necessary support to ensure the Games are staged with a high level of cooperation and professionalism. We believe that our region will benefit greatly from hosting Games of such high profile and magnitude.

Sincerely,

(name)  
(title)  
(organization)

(Please fax completed letter to Craig George, Cowichan Tribes Bid, (250) 715-1023)



November 26, 2003

Ms. N. Avery  
Manager of Financial Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2

**Subject: Local Calling Area (LCA) Expansion**

Dear Ms. Avery:

This letter is in follow up to my letter of May 26, 2003 scheduling August 2004 as a response date to your request for a quotation for expanding local calling for the Regional District of Nanaimo. I regret to inform you that due to issues that are beyond TELUS' control, we must postpone the schedule for providing a rate quotation for an LCA expansion.

Although TELUS has attempted to implement the new CRTC guidelines for LCA expansion, two telecom industry suppliers have appealed the CRTC decision directly with the Commission and have indicated they will further appeal the issues they have identified to a Federal Court if the CRTC turns down their appeal.

Despite this pending appeal, TELUS proceeded with the process outlined in the recent CRTC decisions on LCA expansion. Two other larger industry suppliers have indicated that they would not cooperate with the process of preparing cost quotations for LCA expansion until all remaining legal and regulatory issues are resolved. Without the cooperation of other major industry suppliers as outlined in the CRTC Decisions 2002-56, 2003-27 and 2003-28, it is not possible to move forward with the process of preparing a cost quotation.

As such, I am recommending that our scheduled presentation be postponed until such a time that all remaining legal and regulatory issues have been resolved. At this time, it is not possible to estimate when the CRTC may issue its decisions concerning the appeal or if and when the Federal Court of Appeal will consider the matter.

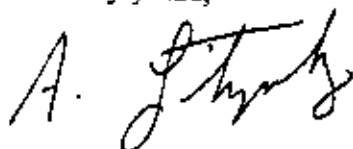
We appreciate that the community has been very patient since the Commission announced that it would be examining the development of new LCA expansion

REGIONAL DISTRICT OF NANAIMO			
DEC 3 2003			
CHAIR		GMCrS	
CAO		GMDS	
GMCrS		GMES	
<i>Ord Corresp</i>			

guidelines. I'd like to assure you that TELUS will deal with your request as soon as possible. When the remaining legal and regulatory issues have been definitively resolved, TELUS will advise you of a date when your request for a rate quotation can be provided for your review.

If you have any questions in the interim, please contact me at your convenience.

Sincerely yours,



Al Litynsky  
Senior Product Manager  
Local Services

TELUS Communications  
11<sup>th</sup> Floor, 3777 Kingsway  
Burnaby, BC  
V5H 3Z7

Phone: 604-663-7200

Email: [ALLitynsky@telus.com](mailto:ALLitynsky@telus.com)

For Immediate Release  
03-075

REGIONAL DISTRICT  
OF NANAIMO

NOV 28 2003  
November 28, 2003

## LABOUR RELATIONS BOARD RULES ON ESSENTIAL SERVICES

VICTORIA – The British Columbia Labour Relations Board has issued an order that outlines the service levels to be in place in the event of job action by the BC Ferry and Marine Workers' Union.

CHAIR	GMCS	
SERVICE	GMDS	
CMSS	GMES	
<i>Bed Corbett</i>		

Overall, the average service level has been set at between 37 per cent and 75 per cent of the regular service level on the three major routes connecting Vancouver Island to the mainland and between 50 to 100 per cent of the regular service level on the remaining routes, with the exception of Brentwood Bay – Mill Bay (specific levels attached).

In the event of strike activity, the exact time for each sailing will be determined by BC Ferries depending on anticipated customer needs and traffic conditions, weather and operational restrictions.

Emergency vehicles will receive priority boarding, as will customers traveling under the province's medical Travel Assistance Program, school buses, and other essential commercial vehicles.

In the event of strike activity, reservations and assured loading services will be suspended, as will food and related services such as cafeteria and gift shops.

With the issuance of this ruling, the BC Ferry and Marine Workers' Union are required to provide 72-hours notice of any job action.

Attachment

- 30 -

Contact: BC Ferries, Communications  
Tel: (250) 978-1267

### Essential Services – Round Trips by Route

Route	Normal Service Level (Round Trips)	Essential Service Level (Round Trips)
Swartz Bay - Tsawwassen	8 per day (10 on weekends)	6 per day (75 per cent)
Horseshoe Bay – Nanaimo	8 per day	3 per day (37 per cent)
Tsawwassen – Duke Point	8 per day	4 per day (50 per cent)
Horseshoe Bay – Langdale	8 per day	5 per day (62.5 per cent)
Swartz Bay – Saltspring Island	8 per day	6 per day (75 per cent)
Swartz Bay – Mayne, Saturna, Pender, Galiano Islands	10 per day	7 per day (70 per cent)
Crofton – Saltspring Island	14 per day	7 per day (50 per cent)
Saltery Bay – Earls Cove	8 per day	4 per day (50 per cent)
Horseshoe Bay – Bowen Island	15 per day	11 per day (73 per cent)
Tsawwassen – Galiano, Mayne, Pender, Saturna, Saltspring	2 per day (3 on weekends)	1 per day (50 per cent)
Prince Rupert – Port Hardy	1 per week	1 per week (100 per cent)
Prince Rupert – Skidegate	3 per week	2 per week (67 per cent)
Brentwood Bay – Mill Bay	9 per day	Discontinued
Powell River – Comox	4 per day	2 per day (50 per cent)
Powell River – Texada	10 per day	6 per day (60 per cent)
Nanaimo – Gabriola Island	16 per day	11 per day (68 per cent)
Chemainus, Thetis, Kuper	12 per day	7 per day (58 per cent)
Buckley Bay (Vancouver Island) – Denman Island	17 per day	12 per day (70 per cent)
Denman Island – Hornby Island	12 per day	7 per day (70 per cent)
Campbell River – Quadra Island	17 per day	12 per day (70 per cent)
Quadra Island – Cortes Island	6 per day	4 per day (67 per cent)
Port McNeill, Sointula, Alert Bay	11 per day	6 per day (54 per cent)
Queen Charlottes (Alliford Bay – Skidegate)	12 per day	6 per day (50 per cent)

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, NOVEMBER 25, 2003, AT 6:30 PM  
IN THE RDN BOARD CHAMBERS

**Present:**

Director E. Hamilton	Chairperson
Director H. Kreiberg Alternate	Electoral Area A
Director B. Jepson	Electoral Area D
Director P. Bibby	Electoral Area E
Director L. Biggemann	Electoral Area F
Director Joe Stanhope	Electoral Area G
Director D. Bartram	Electoral Area H
Director D. Tyndall	City of Nanaimo

**Also in Attendance:**

B. Lapham	General Manager, Development Services
P. Shaw	Manager of Community Planning
N. Tonn	Recording Secretary

**MINUTES**

MOVED Director Kreiberg, SECONDED Director Bibby, that the minutes of the Electoral Area Planning Committee meeting held October 28, 2003 be adopted.

CARRIED

**PLANNING**

**DEVELOPMENT PERMIT APPLICATIONS**

**DP Application No. 60355 – Balogh – 5363 Deep Bay Drive – Area H.**

The Chairperson noted that this item has been withdrawn and referred back to staff for further clarification.

**DP Application No. 60356 – Nanaimo Mini Storage (Soderstrom) – 2180 South Wellington Road – Area A.**

MOVED Director Kreiberg, SECONDED Director Bibby, that Development Permit Application No. 60356 submitted by Nanaimo Mini Storage, to recognize an existing retaining wall within the South Wellington Development Permit Area No. 1 on the property legally described as That Part of Lot 3, Sections 11 & 12, Range 7, Cranberry District, Plan 3153, Lying Within Said Section 11, Except That Part in Plan 11018 and Plan 3372 RW, be approved, subject to the conditions outlined in Schedules No. 1, 2 and 3 of the corresponding staff report and the notification requirements pursuant to the *Local Government Act*.

CARRIED

**FRONTAGE RELAXATION**

**Request for Relaxation of the Minimum 10% Frontage Requirement – Englishman River Land Corporation (Block 564) – Kaye Road – Area G.**

MOVED Director Stanhope, SECONDED Director Biggemann, that the request, submitted by Brent Kapler on behalf of Englishman River Land Corporation to relax the minimum 10% frontage requirement for proposed Lots 15 – ALR, 12, 13, 14, 15, 29 and 30 of the proposed subdivision of Lot A, Block 564, Nanoose District, Plan VIP75278 as shown on the plan of subdivision be approved.

CARRIED

**OTHER**

**Electoral Area 'F' Zoning & Subdivision Bylaw No. 1285 – 'Finctuning' Project.**

MOVED Director Biggemann, SECONDED Director Bartram,:

1. That the staff report recommending proposed amendments to Bylaw No. 1285 be received.
2. That staff be directed to prepare an amendment to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285, 2003" for consideration by the Board at the December 9, 2003 meeting that:
  - Includes housekeeping amends;
  - Recognizes the 42 requests in Table No. 1;
  - Recognizes those requests in Table No. 2 providing supporting documentation is received prior to consideration of the Board; and
  - Recognizes those requests of the 39 in Table No. 2 for additional dwellings where their construction predates Ministry of Health records providing they submit an acceptable septic system inspection and proof of dwelling unit age.
3. That staff report back to Board on the site-specific zoning requests on ALR land.

CARRIED

**NEW BUSINESS**

**Development Permit Area - General Policies.**

MOVED Director Bartram, SECONDED Director Stanhope, that staff prepare a report for the Electoral Area Planning Committee on a policy amendment within all OCP's which would ensure that public notification and public consultation takes place for all development permit applications whether the application requires a variance or not.

CARRIED



**ADJOURNMENT**

MOVED Director Stanhope, SECONDED Director Tyndall, that this meeting terminate.

TIME: 6:47 PM

CARRIED

---

CHAIRPERSON



REGIONAL DISTRICT OF NANAIMO			
DEC 2 2003			
CHAIR		GMCrS	
CAO		GMDS	
GMCms		GMES	
<i>Board</i>			
TO:		DATE:	
Pamela Shaw Manager of Community Planning		November 28, 2003	
FROM:		FILE:	
Brigid Reynolds Senior Planner		3360 30 0307	
SUBJECT:			
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002 'Finetuning' Project			

MEMORANDUM

**TO:** Pamela Shaw  
Manager of Community Planning

**DATE:** November 28, 2003

**FROM:** Brigid Reynolds  
Senior Planner

**FILE:** 3360 30 0307

**SUBJECT:** Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002  
'Finetuning' Project

PURPOSE

To receive a summary of the amendments to the Electoral Area 'F' Zoning and Subdivision Bylaw, and further, to consider introducing the "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw Amendment Bylaw 1285.01, 2003" for 1<sup>st</sup> and 2<sup>nd</sup> reading and refer the bylaw to a public hearing.

BACKGROUND

At the November 25, 2003 Electoral Area Planning Committee meeting (EAPC), the Committee passed the following resolution:

*That staff be directed to prepare an amendment to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285, 2002 for consideration by the Board at the December 9, 2003 meeting that:*

- Includes housekeeping amendments;
- Recognizes the 42 requests in Table No. 1;
- Recognizes those requests in Table No.2 providing supporting documentation is received prior to consideration of the Board; and
- Recognizes those requests of the 39 in Table No. 2 for additional dwellings where their construction predates Ministry of Health records providing they submit an acceptable septic system inspection and proof of dwelling unit age.

The staff report to the EAPC summarizes the site-specific zoning requests that have been made by property owners in Electoral Area 'F' and the general housekeeping amendments.

A total of 125 site-specific zoning requests were made. In the previous staff report these requests were broken down into four categories:

- 42 requests appear to meet the criteria and have documentation to support their request;
- 39 requests are in progress and the RDN anticipates that additional information will be submitted to support these requests;
- 23 requests do not meet the four criteria and are therefore not included in this process; and
- 21 requests are for properties located within the Agricultural Land Reserve and require permission from the Agricultural Land Commission prior to the RDN considering any amendments to Bylaw No. 1285 to recognize any site specific zoning.

Since the EAPC meeting, staff has received documentation from three property owners to support their entire request. Additionally, eight property owners have provided documentation for a portion of their request therefore that portion of their request that meets the criteria is proposed to be recognized. Staff proposes one amendment to clarify the use on a split-zoned property. *Attachment No. 1* lists the site specific zoning requests that meet the criteria and have documentation to support their request.

Staff has informed property owners that have outstanding information, that the deadline for receiving supporting documents is December 9, 2003. As a result, the Board may be advised of other requests with documentation by addendum prior to the meeting.

## ALTERNATIVES

1. To receive the staff report and introduce "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.01, 2003" at 1<sup>st</sup> and 2<sup>nd</sup> reading and proceed to public hearing.
2. To deny the requested variance.

## LAND USE AND DEVELOPMENT IMPLICATIONS

### *Site Specific Zoning*

There are now a total of 54 requests that meet the criteria and have documentation supporting their request. These are outlined in *Attachment No. 1* and those requests that are **in bold** are requests that have been resolved since the EAPC meeting on November 25, 2003.

Since the EAPC, three property owners have provided supporting documentation for their request. A part of one of these requests was introduced in the EAPC report. Staff has introduced an additional amendment, as it is the same as one that was initiated by a property owner.

These four requests are as follows:

- 1 is for a real estate office within a R-1 zoned property.
- 1 is for a retail store of 140 m<sup>2</sup> in addition to a manufacturing use that was recognized in the original bylaw.
- 1 is for a property that is split zoned A-1 and R-1. The R-1 portion of the property is 1.3 ha in size. Properties within the general vicinity that are less than 2 ha were originally zoned R-2, which requires a 2 ha minimum parcel size. These properties should have originally been zoned R-2. 1 of these requests is also to recognize 3 dwelling units.
- 1 was staff generated, as it is the same as the request above. Both properties should have originally been zoned R-2. The affected property owner is in concurrence with the staff's recommendation.

There are an additional eight requests where the supporting documentation is not consistent with the pre-existing use. As a result, staff recommends that the uses for which documentation exists be recognized.

- 1 request for 4 mobile homes and 2 dwelling units with 2 suites. Has health approval for 2 – 2 bedroom mobile homes
- 1 request for 4 suites above a restaurant. Has health approval for 3 – 2 bedroom suites.
- 1 request for 9 mobile homes. Has health approval for 6 mobile homes.

- 1 request to downzone from S-1 to R-2.
- 1 request to recognize 6 mobile homes; has health approval for 1 – 3 bedroom dwelling unit and 3 – 1 bedroom cabins.
- 1 request to recognize 6 strata units for warehousing/storage.
- 1 request for 3 mobile homes and 1 dwelling unit on a lot that received subdivision approval in August 2003. Only 2 mobile homes and 1 dwelling unit pre-existed the bylaw.
- 1 request is for dog breeding in excess of 2 litters per year and the recognition of 3 dwelling units. Has documentation from the Canadian Kennel Club.

For the site specific zoning requests that do not meet the criteria for this 'finetuning', i.e. the use did not pre-exist the adoption of Bylaw No. 1285 or the request is for reduced parcel size to facilitate subdivision, a property owner would be required to submit a specific zoning amendment application providing their request is consistent with the OCP and other bylaws.

#### ***General Issues***

In addition to the site-specific zone requests outlined above, staff is recommending some general housekeeping amendments to the Bylaw. These amendments are not substantive and do not affect the permitted uses (except as outlined below), siting, regulations, and subdivision standards set out in the Bylaw. These general housekeeping amendments can be divided into three categories:

- corrections for terms that have changed since adoption, legislative definitions, or typos;
- improving readability;
- changes to the format resulting from adding new site specific zones; and
- minor changes to permitted uses on ALR land and I-1 and I-2 zoned properties and to prohibited uses in the plan area.

These amendments are outlined in *Attachment No. 2*.

#### **PUBLIC CONSULTATION IMPLICATIONS**

Property owners that have outstanding information have been contacted directly to inform them that the final deadline to receive all documentation is December 9, 2003.

A public hearing has been scheduled for Wednesday January 7 at the Bradley Centre. Property owners within Electoral Area 'F' will be directly contacted about the public hearing.

#### **LEGAL IMPLICATIONS**

Bylaw No. 1285, as a regulatory bylaw, establishes and regulates permitted uses, site regulations and subdivision standards for individual parcels of land. Despite the adoption of Bylaw No. 1285 and the public consultation process that has been undertaken as part of this 'finetuning' exercise, some existing uses will remain non-conforming. In some cases, if the use required approval from senior agencies, but none was ever received, these uses are considered to be illegal non-conforming. The uses that are illegal are not exempt from future enforcement action if complaints are received from adjacent property owners, and/or if this use is causing problems for adjacent property owners. These parcels may be subject to standards as they are further developed or subdivided or proposed to legalize an illegal use.

## FINANCIAL IMPLICATIONS

No new costs beyond those already budgeted for would be incurred by the consideration of this zoning bylaw for 1<sup>st</sup> and 2<sup>nd</sup> reading; however, additional bylaw enforcement resources are anticipated and have been budgeted for in the Development Services budget.

## VOTING

Electoral Area Directors – one vote, except Electoral Area 'B'.

## SUMMARY

The proposed amendment Bylaw No. 1285.01 includes 54 site-specific zoning requests and minor housekeeping amendments. The site-specific zoning requests have met the four criteria outlined in the Area 'F' Official Community Plan Bylaw No. 1152, 1999 and have submitted documentation that supports their requests. The housekeeping amendments are minor and are detailed in *Attachment No. 2*.

As a result of the public consultation inviting requests from property owners and given the housekeeping amendments are minor, staff recommends that the bylaw be introduced, given 1<sup>st</sup> and 2<sup>nd</sup> reading and referred to a public hearing.

## RECOMMENDATIONS

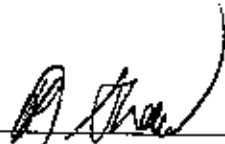
1. That the staff report recommending the proposed "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw Amendment Bylaw No. 1285.01, 2003" be received.
2. That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285.01, 2003" be introduced and given 1<sup>st</sup> and 2<sup>nd</sup> reading and be referred to a public hearing.
3. That the holding of the Public Hearing with respect to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285.01, 2003" be delegated to Director Lou Biggeman or Director Stanhope as his alternate.



Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

devsvs/reports/2003/za 3360 30 0307 de brd EAF revision

Attachment No. 1

Summary of Site Specific Zoning Requests

TABLE NO. 1

First Name	Last Name	Street Name	Legal	Zoning	SSZ	ZONE SPECIFICS	DCP	RATIONALE	ALC	MOH	BCAA	OTHER	EMC
Lawrence	Tysowski	Alberni Hwy	Lot 5, DL 148, Nanoose, Plan 11115	R-3C-3	C-3.15 & R-3.6	Farm use	Commercial Industrial	On going farming use within the C-3 and the balance of the R-3 portion	N/A	N/A	Y	N	2
Brian	Marguski	Alberni Hwy	Lot 2, DL 15, Block A, Cameron, Plan 2017	R-1	R-1.12	Design and metal fabrication shop approx. 70% of SSZ in 2 shop	Resource	ALC approval for design and metal fabrication shop in 70% of SSZ in 2 shops	Y	N/A	N	Sign plan	N/A
Larry	Codwin	Alberni Hwy	Lot 1, DL 30, Newcastle, Plan 51354	C-4.1	C-4.1	Metal fabrication shop	Comprehensive Beyond Use	Current SSZ refers to bush bldg and metal fabrication businesses E and J Manufacturing Ltd.	N/A	N/A	N/A	N/A	N/A
Alfie	Oleksuk	Alisbrook	Lot 1, DL 43, Nanoose District, Plan 7785	A-1AC3	A-1.17AC-3	Moving and storage	Resource/ Commercial Industrial	Exempt from AUR due to size. Has approval letter from ALC. Split zone and C-3 portion permits moving/storage.	EXEMPT	N/A	N	File shows business	2
RAM	Burnell	Burnell	Lot 4, Nanoose, Plan 35783	R-3	R-3.7	3,000 m2 retooling - vendors equipment, machinery, inc 223 m2 shop	Commercial Industrial	Pre-existing use	N/A	N/A	N	Site plan	N/A
Mr.	Pras	Brwyer Rd	Lot 1, DL 146, Nanoose, Plan VIP61331	MHP-1.7	MHP-1.3	35 MF and 8 RV	Commercial Industrial	SSZ applied to 1730 Whiskey - zone rezoned	N/A	N/A	N/A	N	N/A
Margaret	Eichschi	Brittain	Lot 2, DL 74, Newcastle, District, Plan 2320	R-2.7	R-2.8	Manufacturing and store front	Rural Residential	Existing retail component of manufacturing business was not included in first Bylaw.	N/A	N/A	Y	Site plan	2
Josephine	Downey	Carson	Lot 2, Blk 358, Newcastle, VISA392	R-2	R-2.37	Shake and shingle mill. Shop 117m2 and outdoor area not more than 2,000 m2	Rural Residential	Pre-existing use with signed statements from previous owner and provincial and federal documents	N/A	N/A	Y	N	N/A
Terry	Kalthorp	Dobson	Lot A, Blk 544, Nanoose, VIP63334	R-1	R-1.17	4 MH	Rural	Has health approval for 4 MH	N/A	Y - 4	N	N	1
Richard	Maughan	Dobson	Lot 21, Blk 544, Nanoose District, Plan 39786	Plan R-1	R-1.19	1 - 3 bedroom DU and 3 - 1 bedroom DU	Rural	Has health approval for 1 DU and 3 - 1 bedroom cabins	N/A	Y - 1 DU	N	N	1
Emiel	Naasen	Dobson	Lot a, Blk 544, Nanoose, 50972	R-2	R-2.30	2 DU	Rural Residential	Both DU have health permit	N/A	Y - 2 DU	N	N	
Mauris	Conway	Dobson	Lot 13, Blk 521, Nanoose, Plan 36625	R-1	R-1.16	Tarm Use	Rural	Farm use on property pre existed bylaw	N/A	N/A	Y	Farm Class	
Mye	Beck	Evington	Lot 2, Blk 521, Nanoose, Pl 43393	R-2	R-2.36	2 DU	Rural Residential	2nd DU has health permit and electrical permit	N/A	Y - 2 DU only	N	Electric permit	1
Bruce	Strauth	Errington	Lot 4, DL 58, Nanoose, Plan 50266	R-2	R-2.34	2 DU	Rural Residential	Both DU have health permit	N/A	Y - 2 DU only	N	N	1

Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002 Fine Tuning Project  
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Patrol	Patrick	1984	Errington	Lot 7, BLK 621, Nanoose District, Plan 4332a	R-2	R-2.47	Dog Breeding	Rural Residential	Dog breeding in excess of 2 litters per year. Also requests recognition of 3 DU, but no health permits	N/A	N	N	Edn Menard Club forms
Marcel	Beauclaire	2100	Errington	Strata Lots 1 - 19, DL 98, Nanoose District, Plan VTS4328	MHP-1	MHP-1.12	A maximum of 19 bare land strata lots. A maximum of 1 mobile home per strata lot.	Tourist Commercial	Received approval from MCT for 66 unit bare land strata prior to June 25, 2003. Has approvals for on-site septic and for water.	N/A	Y-19 MH park	N	MCT Subdiv land and water
Marcel	Beauclaire	2130	Errington	Strata Lots 1 - 47, DL 98, Nanoose District, Plan VTS4370	MHP-1	MHP-1.13	A maximum of 47 bare land strata lots. A maximum of 1 mobile home per strata lot.	Tourist Commercial	Received approvals from MCT for 66 unit bare land strata prior to June 25, 2003. Has approval for on-site septic and water.	N/A	Y-47 MH park	N	MCT Subdiv land and water
Michael	Easthorn	1189	Fair	Lot 9, DL 99, Nanoose District, Plan 2354a	R-2	R-2.41	2 DU	Rural Residential	Both DU have health permits. Also requests recognition of duplex but no health permit.	N/A	Y-2 DU only if 1 bld & 1-2 DU One DU expanded to duplex with MCH approval	N	Electrical permit for duplex
Will	Genamoll	1184	Stagovone	Lot 8, BLK 544, Nanoose, Plan VIP74057	R-1.9	R-1.21	2 MH & 1 DU - Subdiv of lot complete in Aug 2002. Use prohibited.	Rural Residential	Subdiv finalized August, 2 MH and 1 DU pre-existing. Bylaw. Health approval for 3 MH and 1 DU	N/A	Y-3 MH and 1 DU	N	Site visit pre bylaw
Gertrude	Miskowski	1775	Gilus	Lot B, DL 148, Nanoose, Plan VIP43287	R-2.9	R-2.5	Service and repair to max of 800 m2 only. Add outdoor storage	Rural Residential	Approx. 30% of lot (3000 m2) used for outdoor storage	N/A	N/A	N	Site plan
Robin	Smith	1946	Giallon	Lot 1, DL 139, Nanoose, Plan 15854	C-1	C-3	Existing uses reflect C-3 zone	Comprehensive Mixed Use	Pre-existing uses are consistent with C-3 uses and was confirmed C-3 zone prior to adoption of Bylaw 1285	N/A	N/A	N/A	N/A
John	Lundine	960	Hilliers	Lot 2, DL 4, Cameron, Plan 37773	C-1	R-3	Residential use only	Comprehensive Mixed Use	PO requests Residential zone as commercial is not as intended use.	N/A	N/A	N/A	N/A
Robert	Fillion	3180	Krisson	Lot 1, DL 10, Cameron, Plan 48947	R-2	R-2.31	2 DU is roughed in suite above workshop. Plumbing not installed therefore no health permit. Has electrical permit	Rural Residential	2nd DU has electrical permit, but no septic as it has not been installed yet.	N/A	N/A	N/A	N/A
Sylvia	Campbell	1240	Leffer	Rem Lot 17, District Lot 139, Nanoose District, Plan 1913	A-1	A-1.15	North Island Wildlife Recovery Association and 1 suite	Resource	ALC approval of use for Wildlife Recovery Centre granted until Jan 2010. ALC to remove timeframe. Has health permit for DU and 1 suite	N/A	Y-1 DU and 1 APT. MH no MCH	N/A	MIS Insurance Co. Environ ment Carned B Permit
Jim	Moore	1425	Lemier	Lot 1, DL 139, Nanoose District, Plan 34641	R-1	R-1.18	Wood processing facility to a maximum area of 8,000 m2 (includes mill building to a maximum of 580 m2)	Rural	Pre-existing use.	N/A	N/A	Y	Has Light Industrial Classification

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Tommy	Fuller	365	Lullie Mountain	Lot 7, DL 43, Nemose District, Plan 25793	R-2	R-2.30	Landscaping business includes parking area of 4950sq ft for 10 vehicles and related buildings	Resource/Rural	File zoning use.	N/A	N/A	N/A	Parksvi lic: Business Site Plan
Bylaw No. 1285 Nemose		1293	Meadowood Way	Lot 34, Blk 356, Newcastle, Plan V1P67560	R-2	R-2.30	2 DU	Rural Residential Meadowood	Blk 352 R-2.29 permits 25 separate lots to have 2DU. Lot 34 was unutilized and should have originally been included.	N/A	N/A	N/A	N/A
Jim	Belgren	1615	Meadowood Way	Blk 1, Blk 526, Cameron, Plan V1S4673	R-2	C-1	Move C-1 zone from SL40 to SL1	Rural	No overall change in zoning over subdivision	N/A	N/A	N/A	N/A
Tina	Belgren	1625	Meadowood	Lot 136, Blk 526, Cameron District, Plan V1S4673	R-1	R-1.20	Pre-existing atria detached building	Rural	N/A	N/A	Y - 1 DUVA and office for 3 staff	Y - 2 DU	N/A
Denise	Schmidt	1335	Middlegate	Lot 1, DL 139, Nemose, Plan T5964	R-2	R-2.35	2 DU	Rural Residential	Both DU have health permit	N/A	N/A	N/A	N/A
Derek	Nicholls	1650	Naimint	Lot 20, Blk 358, Newcastle, Plan 41084	R-2	R-2.42	Kennel	Rural Residential	Has five dogs. 2 are seized and rescued.	N/A	N/A	N/A	N/A
Jesse	Carney	880	Oblist	Lot 25, Block 358, Newcastle District, Plan 41084	S-1	R-2	Remove salvage use	Rural Residential	Duplex but no health permits. Salvaging no longer a use	N/A	N/A	N/A	N/A
Ana	Dutkow	2685	Palmyr	Blk J, District Lot 143, Nemose District, Plan 4251	A-1	A-1.16	Butterfly Ward	Resource	ALC approval Butterfly Ward in 1994. No expansion permitted.	Y	N/A	N/A	N/A
Floyd	Simpson	1985	Starpoint	Lot H, DL 139, Nemose District, Plan 42052	R-2	R-2.43	6 A/R	Rural Residential	Health permit for 6 mobile homes	N/A	Health permit for 1 DU & 8 MH only	N/A	N/A
John	Decko	2570	Peterson	Lot A, DL 182, Nemose District, Plan V1P65017	A-1.7	A-1	Remove competing facility	Resource	ALC did not approve use	No	N/A	N/A	N/A
Shan	Papou	1075	Regan	Lot 1, DL 158, Nemose, Plan 14653	R-2	R-2.33	2 DU	Rural Resource	Both DU have health permit	N/A	Health permit for 2 DU	N/A	N/A
Connie	Lawler	2073	Rinold	Lot 4, DL 47, Nemose, Plan V1P68316	R-2	R-2.36	2 DU	Rural Residential	Both DU have health permit	N/A	Health permit for 2 DU	N/A	N/A
Den	Gurocher	2080	Rinold	Lot 16, DL 7, Cameron, Plan 22313	R-3	R-3.6	2 DU	Comprehensive Mixed Use	Both DU have health permit	N/A	Health permit for 2 DU	N/A	N/A
Gale	Pruslash	1244	Ruffles	Lot NW 147.5 FT Lot 9, DL 7, Cameron, Plan 22313	C-3	C-3.14	2 DU	Comprehensive Mixed Use	Both DU have health permit	N/A	Health permit for 2 DU	N/A	N/A
Rob	Darman	1290	Ruffles	Lot 2, DL 139, Nemose, Plan 22824	A-1	A-1.14R-2.37	A-1 pullion horse riding ring, boarding/breeding & R-2 farm use	Rural Resource	ALC approval for horse riding ring, boarding/breeding, historic use	Y	N/A	N/A	N/A
Cindy	Solloway	1788	Seller	Lot 1, DL 139, Nemose, Plan 24824	A-1	A-1.13	HV Storage as per ALC 1996 approval	Rural / Resource	ALC approval for RV Storage facilities for 16 acre only in 1996	Y (Aug 92)	N/A	N/A	N/A
REP	Propertias	1223	Smethers	Streets Lot A, Blk 358, Newcastle District, Plan V1S127	R-2.16	R-2.16	horse boarding and HBIB	Rural Residential	Clarification of permitted uses.	N/A	N/A	N/A	N/A
				Lot 18, DL 156, Nemose District, Plan 1964	C-3	C-3.16	3 - 2 bdrm suites above restaurant	Commercial Industrial	Health permit for 3 suites	N/A	Y - 3 - 2bdrm suites only	N/A	N/A



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Bruce	Gailck	1211	Station	Lot 3, DL 149, Nanoose District, Plan 1917, lying to the north of a boundary parallel to and perpendicular to 500 ft	R-1.10 / A-1	R-2.44 / A-1	3 DU and rezoned to R-2	Rural Resource	R-1 portion of property 1.3 ha. Zone should be R-2 to be consistent with parcels of this size in this area.	N/A	Y-3 DU	N	N
Theresa	Stieckle	1241	Station	Lot 2, DL 149, Nanoose District, Plan 25157	R-1/A-1	R-2.45 / A-1	3 DU and rezoned to R-2	Rural / Resource	MOH approval for 3 DU. R-1 portion of property 1.3 ha. Zone should be R-2 to be consistent with parcels of this size in this area.	N/A	Y-3 DU	N	Appraisal - confir- mation 3 DU N
Fugh	Mackay	1895	Samling	Lot A, DL 138, Nanoose, Plan V1P53560	R-2	R-2.32	2 DU	Rural Residential	Both DU have health permit	N/A	Y-2 DU	N	1 2
Gail	Mollist	5617	Tracee	Lot 1, DL 9, Cameron, Plan 27947	R-2	R-2.40	2 Mobile homes	Rural Residential	Both MH have health permit	N/A	Y-2 MH	N	2
Stephen	Stanley	1347	Tyler	Lot 2, DL 140, Nanoose District, Plan 4842	R-2	R-2.48	8 unit strata - uses warehouses/ing storage	Rural Residential	Health permit for pit proby for 8 unit strata used for warehouses/storage. Requested additional uses manufacturing, services & repair, value added lumber manufacturing, product assembly and outdoor storage	N/A	Y - Pit proby for warehouses/ing storage facility	N/A	Insurance 1 e / rental agreements
Robert	Jensen	1403	Tyler	Lot 7, DL 140, Nanoose, Plan 22888	R-2 12	R-2	Remove vehicle wrecking yard as part of IDB	Rural Residential	Owner does not operate a vehicle wrecking yard.	N/A	N/A	N/A	N/A
Allen	Sofandiac	5117	Man Horse	Lot 2, DL 2, Cameron District, Plan 21832	C-3	C-3.18	2 MH	Comprehensive Mixed-use	Has health permit for 2 MH only	N/A	Y-3 MH & 1 Cable	N/A	3
Doreen	Clark	2027	Man Horse Road	Lot 2, Ex. plic A. of DD021439, DL 27, Cameron, Plan 22313	C-3	C-3.17	1 DU & 1 duplex & Office	Comprehensive Mixed Use	Both DU have health permit	N/A	Y - 1 DU & 1 duplex	N/A	2
Mr.	Pires	1720	Whiskey	Lot B, DL 146, Nanoose, Plan 6893	MHP-1	MHP-1.14	2 MH	Commercial Industrial	2 MH sites there and has health permit. Also, requests SS7 to include manuf use. Has health permit but manufacturing use not pre-existing.	N/A	V - 2 MH	N/A	1
Mr.	Pires	1730	Whiskey	Lot A, DL 146, Nanoose, Plan V1P54950	MHP-1.3	MHP-1.7	19 MH	Commercial Industrial	SSZ applied to 1050 Bowdly - zones reversed	N/A	N/A	N/A	N/A
Tim	Reigren	Lot 40	Wrights Way	SL 40, BLK526, Cameron, Plan V154673	C-1	R-1	Move C-1 zone from SL 40 TO SL 1	Rural	No overall change in zoning over subdivision - may restrict uses to those consistent with septic capacity on site	N/A	N/A	N/A	N/A

Attachment No. 2

Summary of General Housekeeping Amendments  
 Table No. 1

Section	Rationale
SUMMARY OF HOUSEKEEPING EDITS FOR BYLAW NO. 1285.01	
New 1.2: Other Legislation	
1. Nothing contained in this Bylaw shall relieve any person from the responsibility to seek out and comply with other legislation applicable to their undertaking.	Add new Section as not currently included. Bylaw must be consistent with other legislation.
2. Where land is within an agricultural land reserve created pursuant to the Agricultural Land Commission Act and amendments thereto and if any portion of this Bylaw is in any way contrary to, in conflict with, inconsistent with or repugnant to the Act, the Act shall prevail.	Add new Section as not currently included. Bylaw must be consistent with other legislation.
1.4 Existing Non-Conforming Uses	
3. Remove the word where between 'use' and 'only' -	typo - confusing
Move Section 1.4.3 to A-1 zone	only affects A-1 zone
1.5 Applicable Regulations	
1.8 Amendment	
Add after bylaw reference 'and amendments thereto'	Clarification
1.9 Application Fees	
Add after bylaw reference 'and amendments thereto'	Clarification
2.4 Prohibited Uses	
a) add 'unpaved air strip'	Permitted by Section 2 of ALC Regulations and can be regulated by local government.
b) add 'not produced on the property at end of sentence	existing wording would not permit any storage of refuse or waste disposal/processing
c) add 'breeding pets or operating a kennel or boarding facility	Permitted by Section 2 of ALC Regulations.
h) add 'Agricultural' before Land Commission	Correct name is Agricultural Land Commission
add q) water bottling facilities	due to volumes of water required and community concern with long term supply of potable water
add r) accommodation for agri-tourism'	Permitted by Section 2 of ALC Regulations and can be regulated by local government.

	add t) the production, storage, and application of Class A compost in compliance with the Organic Matter Recycling Regulation, B.C. Reg. 18/2002, if at least 50% of the compost measured by volume is used on a farm as permitted by this Bylaw.	Permitted by Section 2 of ALC Regulations and can be regulated by local government.
	<b>2.5 Runoff Control Standards</b>	
	fb) Change wording to read 'Lots on which HBB is being carried out'	Clarifies that runoff control applies to HBB and not residential use
	<b>2.10 Setbacks Requirements from watercourses</b>	
	3. remove reference to stream in section header and part 3.	stream not defined in Bylaw
	<b>2.15 Signs</b>	
	1. Re word 'Signs are' instead of 'A sign is'	Clarification
	Table 2.1 - List zones, i.e. FR-1, R-1 to R-3, etc	Clarification
	Table 2.1 - Number boxes [i], [j]	Provides a numbered reference
	Table 2.1 - box no. i reword '3rd bullet any portion of a sign' not 'signage'	'sign' is defined in the bylaw, 'signage' is not and consistency
	Table 2.1 - box no. ii add Agriculture: 1 sign per farm business advertising farm business use on that lot	ALR regulations did not permit 3rd party signs
	<b>2.16 Home based business</b>	
	5. m) replace 'and' with 'or'	uses are exclusive
	<b>3.4 Zone Boundaries</b>	
	a) replace 'zoning map' with 'Schedule B'	Correct reference
	b) replace 'zoning map' with 'Schedule B'	Correct reference
	c) include 'and' between 'minimum site area and 'floor area'	Clarification
	<b>Section 4</b>	
	Reorder zones into alphabetical order	Better readability
	4.1 A-1	
	4.1.2 Permitted Accessory Uses	

			These uses are approved and permitted by the ALC
4.1.3	Regulations Table		
		<p><b>Reward</b> Notwithstanding the Permitted Principal Uses listed above any uses permitted pursuant to Section 2 of the <i>Agricultural Land Reserve Use, Subdivision and Procedure Regulation</i> or farm uses permitted by the Ministry of Agriculture, Food and Fisheries, unless specifically prohibited or regulated in this Bylaw, is permitted within this zone.</p>	
		<p>a) add 'Any parcel existing prior to the date of adoption of this Bylaw, which fails to meet the minimum parcel size requirements contained in this Bylaw, shall not by reason thereof be deemed to be non-conforming, and may be used for any permitted use in the zone in which it is located except that where the zone allows residential use only one dwelling unit shall be allowed on any such undersized parcel. Permitted uses shall be subject to all other conditions required of that zone.'</p>	Moving section from 1.4 as this regulation only applies to lots zoned A-1
4.2	FR-1 - Forestry/Resource 1		
4.2.2	Permitted Accessory Uses	delete Notwithstanding the permitted principal uses listed above.	No FLR therefore n/a
4.2.4	Regulations	Delete	No FLR therefore n/a
4.3	R-1 - Rural 1		
4.3.3	Regulation Table	(1) add 'exterior side lot line'	needs to be consistent with MCT setbacks of 4.5m
4.3.4	Additional R-1 Zones	Reward 'Principle and accessory uses as set out in Section 4.23 (R-1.1 to R-1.23 inclusive) are permitted in addition to those uses permitted in the R-1 zone.	Clarifies wording the R-1 uses are permitted in addition to uses in SSZ.
4.4	R-2 - Rural Residential 2		
4.4.4	Additional R-2 Zones	Reward 'Principle and accessory uses as set out in Section 4.23 (R-2.1 to R-2.46 inclusive) are permitted in addition to those uses permitted in the R-2 zone.	Clarifies wording that the R-2 uses are permitted in addition to the uses in SSZ.
4.5	R-3 - Village Residential 3		
4.5.5	Additional R-3 Zones		

	Reward Principal and accessory uses as set out in Section 4.23 (R-3.1 to R-3.7 inclusive) are permitted in addition to those uses permitted in the R-3 zone.	Clarifies wording that the R-2 uses are permitted in addition to the uses in SSZ.
4.6	MU-1 - Mixed Use Chatsworth Road 1	
4.8.3	Regulation Table	
	Add new g) Runoff Control Standards - As outlined in Section 2.5	Previously omitted included in General Regulations
4.6.4	Additional MU-1 Zones	
	Reward Principal and accessory uses as set out in Section 4.23 MU - 1.1 are permitted in addition to those uses permitted in the MU-1 zone.	Clarifies wording that the MU-1 uses are permitted in addition to the uses in SSZ.
4.7	MHP - 1 - Manufactured Home Park 1	
4.7.2	Permitted Accessory Uses	
	Add b) Accessory Office	Regulations 4.7.4 b) regulate size and is therefore permitted but was previously omitted.
4.7.3	Regulation Table	
	Add e) (i) other manufactures homes - 6.0 metres and add 'except as otherwise outlined in Section 2 - General Regulations	Bulking Code requires 6 metre setback between manufactured homes and other setbacks defined in Section 2 General Regulations
4.7.5	Additional MHP-1 Zones	
	Reward Principal and accessory uses as set out in Section 4.23 (MHP - 1.1 to MHP 1, 14 inclusive) are permitted in addition to those uses permitted in the MHP-1 zone.	Clarifies wording that the MHP-1 uses are permitted in addition to the uses in SSZ.
4.8.C-1	Commercial 1	
4.8.4	Regulations	
	Number clauses	
4.1	C-3 - Commercial 3	
4.10.3	Regulations Table	
	g) correct numbering	
4.10.5	Additional C-3 Zones	
	Reward Principal and accessory uses as set out in Section 4.23 (C-3.1 to C-3.18 inclusive) are permitted in addition to those uses permitted in the C-3 zone.	Clarifies that the C-3 uses are permitted in addition to the uses in SSZ.

4.11 C-4 - Commercial 4	
4.11.3 Regulations Table	
b) correct numbering	
4.11.5 Additional C-4 Zones	
Reward Principal and accessory uses as set out in Section 4.23 C-4.1 are permitted in addition to those uses permitted in the C-4 zone.	Clarifies that the C-4 uses are permitted in addition to the uses in SSZ.
4.12 RC-1 - Recreation 1	
4.12.4 Regulations Table	
f) correct numbering	
4.13 RC-2 - Recreation 2	
4.13.4 Regulations Table	
f) correct numbering	
4.14 RC-3 - Recreation 3	
4.14.4 Regulations Table	
f) correct numbering	
4.14.6 Additional RC-3 Zones Replace C-4 with RC-3	
Reward Principal and accessory uses as set out in Section 4.23 RC-3.1 are permitted in addition to those uses permitted in the RC-3 zone.	
4.15 I-1 - Industrial 1	
4.15.1 Permitted Principal Uses	
add m) mini storage	Warehousing an existing use
4.15.3 Regulations Table	
d) and f) correct numbering	
4.15.5 Additional I-1 Zones	
Reward Principal and accessory uses as set out in Section 4.23 (I-1.1 to I-1.2 inclusive are permitted in addition to those uses permitted in the I-1 zone.	Clarifies that the I-1 uses are permitted in addition to the uses in SSZ.
4.16 I-2 - Industrial 2	
4.16.1 Permitted Principal Uses	

					Warehousing an existing use
4.16.3	add c) mini storage Regulations Table				
	d) and f) correct numbering				
4.16.5	Additional I-2 Zones				
	Reward Principal and accessory uses as set out in Section 4.23 (I-2.1 to I-2.3 inclusive are permitted in addition to those uses permitted in the I-2 zone.				Clarifies that the I-2 uses are permitted in addition to the uses in SSZ.
4.17.3	Industrial 3				
4.17.3	Regulations Table				
	f) correct numbering				
4.18	S-1 - Salvage and Wrecking 1				
4.18.3	Regulations Table				
	f) correct numbering				
4.18.5	Additional S-1 Zones				
	Reward Principal and accessory uses as set out in Section 4.23 (S-1.1 to S-1.2 inclusive are permitted in addition to those uses permitted in the S-1 zone.				Clarifies that the S-1 uses are permitted in addition to the uses in SSZ.
4.19	T-1 - Institutional/Community Facility				
4.19.3	Regulations Table				
	f) correct numbering				
4.19.5	Additional T-1 Zones				
	Reward Principal and accessory uses as set out in Section 4.23 (T-1.1 to T-1.2 inclusive are permitted in addition to those uses permitted in the T-1 zone.				Clarifies that the T-1 uses are permitted in addition to the uses in SSZ.
4.21	P-1 - Parks and Open Space 1				
4.21.3	Regulations Table				
	f) correct numbering				
4.23	Site Specific Zoning Regulations				
R-2.29	Add lot 34, Block 359, Newcastle District, Plan VIP67560 to list				2 DU preexisting bylaw on this lot as well.

RC-3.1	Correct reference to Lot 266	Lot 266 listed twice
4.24	CD-1 1605 Church Rd	
4.24.3	Regulations Table	
	d) and f) correct numbering	
4.24.4	Regulations	
	b) Remove Notwithstanding 4.23.5 (a)	Section does not exist
CD-3	817 Alisbrook Rd	
4.26	Regulations Table	
4.26.3f)	correct numbering	
CD-7	1260 Fair Road	
4.3	Regulations Table	
4.30.3g)	correct numbering	
CD-8	1096 & 1102 Smithers Road	
4.32	Regulations Table	
4.32.3f)	correct numbering	
CD-10	1160 Smithers Road	
4.33	Regulations Table	
4.33.3f)	correct numbering	
CD-11	1225 Fair Road	
4.34	Regulations Table	
4.34.3f)	correct numbering	
CD-12	1440 Romain Road	
4.35	Regulations Table	
4.35.3f)	correct numbering	
CD-13	1470 Romain Road	



4.36 Regulations Table	
4.36.3(f) correct numbering	
Definitions	
Add to Transfer Station definition 'that is owned, operated and maintained by or on behalf of the Regional District of Nanaimo or a municipality.'	Do not want to permit privately owned transfer stations.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, NOVEMBER 25, 2003, AT 7:00 PM  
IN THE RDN BOARD CHAMBERS

**Present:**

Director J. Stanhope	Chairperson
Director H. Kreiberg	Electoral Area A
Director G. Lund	Electoral Area B
Director E. Hamilton	Electoral Area C
Alternate	
Director B. Jepson	Electoral Area D
Director P. Bibby	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director L. Sherry	City of Nanaimo
Director R. Cantelon	City of Nanaimo
Director L. McNabb	City of Nanaimo
Alternate	
Director D. Tyndall	City of Nanaimo
Director T. Krall	City of Nanaimo
Director B. Holdom	City of Nanaimo

**Also in Attendance:**

K. Daniels	Chief Administrative Officer
C. Mason	General Manager of Corporate Services
B. Lapham	General Manager of Development Services
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Avery	Manager of Financial Services
P. Shaw	Manager of Community Planning
S. Schopp	Mgr. of Building Inspection & Enforcement
N. Tonn	Recording Secretary

**MINUTES**

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the regular Committee of the Whole meeting held October 28, 2003 be adopted.

**COMMUNICATIONS/CORRESPONDENCE**

CARRIED

**UBCM, re Bill 75 – Significant Projects Streamlining Act.**

MOVED Director Cantelon, SECONDED Director Bartram, that the correspondence from UBCM with respect to the Province's introduction of the Significant Projects Streamlining Act (Bill 75) be received for information.

CARRIED

**COMMUNITY SERVICES**

**Inclusion of Hogweed on Noxious Weed List.**

A request was made to address the recommendations seriatim.

MOVED Director Sherry, SECONDED Director McNabb, that the report, "Inclusion of Hogweed on Noxious Weed List" be received.

CARRIED

MOVED Director Sherry, SECONDED Director Biggemann, that the management of hogweed as a noxious weed in the Regional District of Nanaimo through a new weed control function/service area not be pursued at this time.

MOVED Director Westbrook, SECONDED Director Longmuir, that this item be referred back to staff for a report which would investigate the feasibility of a district weed control function including its influence over District residents, local municipalities and provincial responsibilities.

CARRIED

MOVED Director Sherry, SECONDED Director McNabb, that the following resolution be conveyed to the Association of Vancouver Island & Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM) for the purpose of lobbying the Province to take entire responsibility for the control of the proliferation of hogweed:

WHEREAS the Province of British Columbia imposes a duty on all land occupiers to control noxious plants designated in the *Weed Control Regulation* in Schedule A, Part 1, and giant hogweed is not designated as a noxious plant by the *Weed Control Regulation*;

AND WHEREAS giant hogweed is a noxious plant in several areas of the Province and it has a negative impact on human health, the environment and agricultural economic activity;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island & Coastal Communities and the Union of BC Municipalities request the Province to designate giant hogweed as a noxious plant in the *Weed Control Regulation* or some other legislation of comparable stature, impose a duty on all land occupiers to control giant hogweed and enforce that duty using provincial, rather than local government, resources.

CARRIED

**RECREATION & PARKS**

**Gabriola Recreation Society Agreement Renewal.**

MOVED Director Lund, SECONDED Director Hamilton, that the Agreement with the Gabriola Recreation Society be renewed for a one-year term from January 1, 2004 until December 31, 2004.

CARRIED

**Descanso Bay Regional Park – Draft Management Plan.**

MOVED Director McNabb, SECONDED Director Krail, that the Descanso Bay Regional Park Draft Management Plan be approved and that staff be directed to advertise a request for proposal to operate the Park and subsequently negotiate a five-year operating contract.

CARRIED

**Horne Lake Regional Park – Status Report.**

MOVED Director Longmuir, SECONDED Director Bibby, that the status report on the Horne Lake Regional Park (HLRP) be received for information.

CARRIED

MOVED Director Longmuir, SECONDED Director Bibby, that staff be directed to prepare an update report on the HLRP Management Plan for review and approval by the Board prior to the consideration of park operation arrangements for the 2004 camping season.

MOVED Director Bartram, SECONDED Director Longmuir, that the motion be amended to insert the words "for the February 24, 2004 Committee of the Whole meeting" between the words "report" and "on".

The question was called on the motion as amended.

CARRIED

The motion CARRIED.

### **CORPORATE SERVICES**

#### **ADMINISTRATION**

##### **Policy for Use of RDN Meeting Rooms.**

MOVED Director McNabb, SECONDED Director Bibby,:

1. That the Board approve the policy attached to the corresponding staff report outlining a fee structure for the use of RDN meeting rooms by government and non-profit user groups.
2. That Nanaimo Search & Rescue be permitted to use the Committee Room at no charge on a weekly basis, subject to the room's availability.

#### **FINANCE**

CARRIED

##### **Operating Results to September 30, 2003.**

MOVED Director Krall, SECONDED Director Sherry, that the summary report of financial results from operations to September 30, 2003 be received for information.

#### **FIRE PROTECTION**

CARRIED

##### **Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364.**

MOVED Director Biggemann, SECONDED Director McNabb,:

1. That the request from the Coombs Hilliers Volunteer Fire Department to use reserve funds for improvements to Firehall #2 be approved.
2. That "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003" be introduced for first three readings.
3. That "Coombs Hilliers Fire Protection Reserve Fund Expenditure Bylaw No. 1364, 2003" having received three readings, be adopted.

CARRIED

##### **Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01.**

MOVED Director Bibby, SECONDED Director Krall,:

1. That the tender to replace/undertake upgrades to Nanoose Bay Fire Protection Society fire truck #13 be awarded to Pro-Fire Emergency Equipment for a price of \$148,870.

2. That "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003" be introduced for first three readings.
3. That "Nanoose Fire Protection Function Reserve Fund Expenditure Amendment Bylaw No. 1351.01, 2003" having received three readings, be adopted.

CARRIED

**Errington Fire Department - Request to Enter into Lease Financing for the Purchase of a Fire Truck.**

MOVED Director Sherry, SECONDED Director Biggemann, that the Manager of Financial Services be authorized to secure five year lease financing in the amount of \$154,550 for the purpose of purchasing a fire truck for the Errington Fire Department.

**DEVELOPMENT SERVICES**

CARRIED

**EMERGENCY PLANNING**

**Appointment of Emergency Planning Area Coordinator and Bylaw Enforcement Officer.**

MOVED Director Westbrook, SECONDED Director Krall,:

1. That Jani M. Thomas be appointed as Emergency Planning Area Coordinator and Maureen Pearce as Deputy Emergency Planning Area Coordinator as detailed in Bylaw No. 953;
2. That Jani M. Thomas is further appointed as a Bylaw Enforcement Officer under Bylaw No. 857 and amendments thereto;
3. That Jame M. Thomas is authorized as a Bylaw Enforcement Officer to utilize the powers to issue Municipal Ticket Informations and other such documents;
4. That Jani M. Thomas be appointed as Peace Officer within the limits of the Criminal Code of Canada.

**PLANNING**

CARRIED

**Englishman River Storm Water Management Service Area Establishment Bylaw No. 1363.**

MOVED Director Hamilton, SECONDED Director Biggemann, that "Regional District of Nanaimo Englishman River Community Storm Water Management Service Area Establishment Bylaw No. 1363, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

**ENVIRONMENTAL SERVICES**

CARRIED

**SOLID WASTE**

**Waste Stream Management Licensing - Progress Report.**

MOVED Director Sherry, SECONDED Director Tyndall, that the Board receive the staff report on development of a Waste Stream Management Licensing system, for information.

CARRIED

## UTILITIES

### Surfside Sewer LSA Bylaw No. 1124.02.

MOVED Director Westbroek, SECONDED Director Bartram,;

1. That "Surfside Sewer Local Service Area Amendment Bylaw No. 1124.02, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Amendment Bylaw No. 889.23, 2003" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

## COMMISSION, ADVISORY & SELECT COMMITTEE

CARRIED

### Electoral Area 'A' Parks & Green Spaces Advisory Committee.

MOVED Director Kreiberg, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Parks & Open Space Committee meeting held September 18, 2003 be received for information.

### Transit Business Plan Update Select Committee.

CARRIED

MOVED Director Krall, SECONDED Director Biggemann, that the minutes of the Transit Business Plan Update Select Committee meeting held October 30, 2003 be received for information.

CARRIED

MOVED Director Krall, SECONDED Director Cantelon, that the District 69 - Community Bus proposal be approved subject to public consultation, BC Transit's cost sharing commitment for a combined service and final Board review as part of the 2004 annual budget approval process.

CARRIED

MOVED Director Krall, SECONDED Director Cantelon, that staff meet with the Downtown Nanaimo partnership group to develop a marketing and promotions strategy that will encourage students and faculty of Malaspina University College to visit downtown using Transit services.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that the District 69 - Community Bus proposal be referred to the Transit Business Plan Update Committee for further discussion with respect to Electoral Area 'H' and discussion held earlier with respect to buses.

CARRIED

The Chairperson of the Transit Business Plan Update Committee invited Director Bartram to attend the next meeting of the Committee to be held November 26, 2003.

### Nanoose Bay Parks & Open Space Advisory Committee.

MOVED Director Bibby, SECONDED Director Tyndall, that the draft minutes of the Nanoose Bay Parks & Open Space Advisory Committee meeting held November 3, 2003 be received for information.

### District 69 Recreation Commission.

CARRIED

MOVED Director Bartram, SECONDED Director Longmuir, that the minutes of the District 69 Recreation Commission meeting held November 13, 2003 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Biggemann, that the recommendations from the District 69 Recreation Commission Grants Committee be approved as follows:

Youth Grants:

Ballenas Cheer & Stunt Squad – bus transportation	\$	2,000
Kondors Rugby – equipment	\$	1,284
Oceanside Lynx Cheerleading Squad – equipment/uniforms	\$	2,000
Oceanside Track and Field - cinder for track	\$	4,600

Community Grants:

Arrowsmith Agricultural Assoc. – main hall ceiling & trim	\$	8,850
Bow Horn Bay Community Club – Fall Fair	\$	4,000
Coombs Halloween Candy Walk – props	\$	1,000
D69 Eating Disorder Awareness Week Comm. – spa night	\$	1,600
D69 Family Resource Association – Family Fun Night	\$	780
D69 Family Resource Association Open House	\$	200
Time Out for Tots and Moms (TOTAM) – rental/advertising	\$	2,410

NEW BUSINESS

CARRIED

2004 – 2009 Financial Plan Overview.

The Chief Administrative Officer provided an overview of the financial plan which highlighted accomplishments, operation, major impacts affecting the plan and review of the 2004 provisional and annual budgets as they apply to the public process. The proposed schedule for further budget meetings was also noted.

The Manager of Corporate Services presented a short summary of the Detailed Function and Financial Plan and Summaries binder structure and noted that the cancelled Financial Plan spreadsheet workshop will be rescheduled.

BOARD INFORMATION

Director Bartram requested staff to report back on the implications of changes to the *Land Title Act* and the *Water Act* as described on page 2 of the Board Information pages.

IN CAMERA

MOVED Director Sherry, SECONDED Director Krall, that pursuant to Section 242.2(1)(h) of the *Local Government Act* the Board proceed to an In Camera meeting to consider legal matters.

ADJOURNMENT

CARRIED

MOVED Director Sherry, SECONDED Director Krall, that this meeting adjourn to allow for an In Camera meeting.

TIME: 8:28 PM

CARRIED

CHAIRPERSON

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**Minutes for the Meeting held:  
Wednesday, December 3, 2003 @ 1:30 PM  
Regional District of Nanaimo – Committee Room  
6300 Hammond Bay Road, Nanaimo, BC**

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*Present:*

Neil Connelly, RDN  
Christina Thomas, RDN  
John Finnie, RDN  
David Coorube, VIHA  
Cheryl Wirsz, Parksville

Brian McHaffey, Nanaimo  
Paul Butler, Qualicum Beach  
Bob Lapham, RDN  
Ian Howatt, Lantzville

# **Item**

1. **Call to order.**

N. Connelly called the meeting to order at approximately 1:45 PM.

2. **Minutes from the Last Meeting (Oct.29, 2003)**

The minutes were approved as presented.

3. **Old Business**

- a) *Provision of Community Water and Community Sewer Service to Land Designated by the Regional Growth Strategy as Rural Residential or Resource Lands and Open Space for Environmental or Public Health Reasons*

C. Thomas indicated that since the last IAC meeting member municipality staff had been consulted individually to discuss the provision of community water and community sewer service to lands designated by the Regional Growth Strategy (RGS) as Rural Residential or Resource Lands and Open Space for environmental or public health reasons, and that there appears to be issues that need to be explored and addressed prior to finalizing an approach to servicing for environmental or public health reasons. In response to this, C. Thomas proposed that Committee members share their perspectives about the topic via a roundtable discussion, with the view to achieving a shared understanding and appreciation of each others' concerns, reasons for concerns, and developing possible solutions. The Committee members elected to review a draft list of concerns prepared based on C. Thomas' consultation with each member with the view to confirming whether the list accurately captures the issues, rather than conduct the roundtable discussion. The Committee deleted two concerns from the list and added three additional issues. It was agreed that the Committee would brainstorm possible solutions for each issue at the next meeting. The information obtained through these discussions will be used to develop an approach to environmental and public health servicing decisions that is mutually agreeable to the parties to the RGS.

4. **New Business**

- a) *Report to IAC re: Regional Context Statements Review & Development Process*

C. Thomas provided an overview of the process proposed for the development and review of



Regional Context Statements and the confirmation of continued acceptance of existing RCSs.

P. Butler asked if the Electoral Area H OCP would include a RCS prepared in accordance with the proposed content and process for RCSs currently under consideration by the IAC.

C. Thomas responded that the proposed content and process for RCSs would not apply to the draft Electoral Area H OCP currently under consideration because the Electoral Area H OCP is scheduled to be considered for 1<sup>st</sup> and 2<sup>nd</sup> reading on December 9, 2003, and the Board has not considered or approved the proposed content and process for RCSs yet. It was noted that it was anticipated that the Committee of the Whole would consider approval of the RCS content and process at its Jan.27/04 meeting with the Board's consideration anticipated following that on Feb.10/04.

P. Butler asked about the possibility of RDN electoral area planning staff providing a presentation about the Electoral Area H OCP to the IAC. Given that RDN electoral area planning staff have met with each member municipality planner individually, and the fact that Committee members' schedules are busy, the Committee agreed to not request a presentation of the draft Electoral Area H OCP to the Committee and for Committee members to consult with electoral area planning staff individually where there is an interest.

P. Butler suggested that the disposition of Crown land be discussed at a future IAC meeting.

N. Connelly suggested that the disposition of Crown land could be discussed at the annual IAC meeting of all the 'core' and 'resource' group members. Committee members concurred with this suggestion.

B. Mehaffey indicated that he might have some issues with respect to the proposed content of RCSs and would provide information about these issues to the RDN.

C. Thomas indicated that the content of RCSs could be discussed at a future meeting of the IAC if there are significant issues identified that require discussion. C. Thomas committed to circulating any revisions to the content and process for RCS development prior to finalizing the staff report to the Committee of the Whole and Board on the matter.

b) *Minutes of the Meeting of Highway Liaison Committee to discuss Vancouver Island Highway Implementation Agreement*

C. Thomas indicated that A. Le Fevre had facilitated a meeting of the Highway Liaison Committee on Nov.12/03 for the purposes of fulfilling the requirement to regularly review progress towards the implementation of the Vancouver Island Highway Implementation Agreement and, more specifically, fulfill the requirement to consider whether amendments are required to the Agreement once every five years, given that the Agreement has now been in place five years. It was noted that the issues identified by the parties to the Agreement related to how the Agreement is being implemented rather than a problem with the content of the Agreement itself. The parties to the Agreement agreed to a set of actions to enhance the implementation of the Agreement, and agreed that the Agreement does not require any changes at this time. The minutes of this meeting are provided as Attachment 1.

B. Mehaffey asked if a report would be provided to the Board about the fulfillment of the required review of the Agreement.

N. Connelly indicated that the Board's receipt of the minutes for this IAC meeting would fulfill the requirement to review the Agreement once every five years.

c) *Approach/Process for Urban Containment Implementation Agreement Update & Rural Protection Implementation Agreement*

C. Thomas indicated that the work program for the upcoming year includes the review of the Urban Containment and Fringe Area Management Implementation Agreement (UCFAMIA), and that the intent of this project is to provide clarification regarding the level and type of development

warrants consideration as an urban development inside the Urban Containment Boundary, and the type of land use and development considered appropriate on land outside the UCB. C. Thomas asked for Committee direction regarding whether to initiate IAC discussion about this matter at the next IAC meeting, or delay it until the work on servicing for environmental or public health reasons is complete. The Committee concurred that the UCFAMIA work should be delayed until the work on servicing for environmental or public health reasons is complete.

5. **Next Meeting.**

The next meeting was set for Wednesday, January 14, 2003 at 1:30 PM. The topic of discussion will be the provision of community water and community sewer service to land designated by the Regional Growth Strategy as Rural Residential or Resource Lands and Open Space. Specifically, the IAC will be brainstorming possible solutions to the issues identified at the Dec.3/03 meeting, and discussing and evaluating the possible solutions with the view to selecting appropriate solutions for each issue.

6. **Other Business**

C. Thomas asked for feedback regarding possible facilitators and speakers for two public events to be conducted by the RDN in 2004.

7. **Adjournment.**

N. Connelly adjourned the meeting at approximately 4:15 PM.

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N. Connelly, Chair



Vancouver Island Highway Implementation Agreement

Liaison Committee

Minutes for the Meeting held:  
Wednesday, November 12, 2003 @ 12:30 PM  
Regional District of Nanaimo – Committee Room  
6300 Hammond Bay Road, Nanaimo, BC

*In attendance:*

- Brian McShaffey, GM, Development Services, City of Nanaimo
- Cheryl Wirsz, Assistant City Planner, City of Parksville
- Paul Butler, Director, Planning, Town of Qualicum Beach
- Ian Howat, CAO, District of Lantzville
- Christina Thomas, Senior Planner, Community Services, RDN
- Mike Proudfoot, Regional Manager, Ministry of Highways
- Dave Edgar, Transportation Planning Engineer, Ministry of Highways
- Allan Le Fevre, Regional Director, Vancouver Island, Intergovernmental Relations and Planning, Ministry of Community, Aboriginal and Women's Services
- Bob Lapham, GM, Development Services, RDN (first half)
- Neil Connelly, GM, Community Services, RDN (first half)

C. Thomas thanked participants for attending the meeting, and described the purpose of the meeting, the purpose of the Vancouver Island Highway Implementation Agreement (VIHIA), the scope of discussion about the VIHIA that had taken place at two previous Highway Liaison Committee meetings. It was noted that:

- the purpose of the meeting was to fulfill commitments to monitor, review, and consider amendments to the agreement periodically, and to fulfill the provision in the VIHIA to review the VIHIA every five years;
- the VIHIA is an implementation agreement pursuant to the *Local Government Act* and, as such, is intended to help implement the RDN regional growth strategy;
- the VIHIA does not obligate any party to any particular action or expenditure, it identifies desirable actions for each party to the Agreement;
- no issues had arisen regarding the VIHIA itself at the May 20, 1999 and June 29, 2000 Highway Liaison Committee meetings; the discussion at these meetings primarily focused on the activities of each party in relation to the Agreement objectives – most notably the acquisition of information about surplus highways lands, the management of signs and the development of tree protection bylaws.

C. Thomas indicated that A. Le Fevre would be facilitating the discussion to allow for the mutual identification of issues and the identification of actions to address the issues.

A. Le Fevre facilitated a roundtable discussion to provide an opportunity for the each party to the VIHIA to identify any issues and share their perspectives about the Agreement. Appendix I documents the issues identified by the participants. The issues raised were regarding how the Agreement is being implemented, as opposed to issues with the content of the Agreement itself.

Once the issues were identified, A. Le Fevre facilitated a discussion of the parties to the VIHIA to determine mutually agreeable actions to address each of the identified issues. Appendix I identifies the actions.

Minutes for the November 12, 2003 Highway Liaison Committee Meeting  
Page 2

Meeting Outcome

The issues identified pertained to how the VIHIA is being implemented, and not the content of the Agreement itself.

The participants were in agreement that the issues could be addressed through the specific identified actions and that no amendments to the Agreement are necessary at this time.

The participants will work on the actions to enhance implementation as identified in Appendix I.

The meeting concluded at approximately 3:30 PM.

**Appendix I**  
**Issues and Actions to Enhance Implementation of the**  
**Vancouver Island Highway Implementation Agreement**

Issue	Actions to Enhance Implementation
<ul style="list-style-type: none"> <li>▪ Surplus Lands: The use and disposition of provincially owned lands in the Vancouver Island Highway corridor that are not required for highway construction purposes.                             <ul style="list-style-type: none"> <li>- Access</li> <li>- Practical use</li> <li>- LWBC marketing approach</li> <li>- Screening (also a concern on privately owned lands)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ The Ministry of Transportation will investigate the ability to establish an approach whereby it would send referrals to the applicable local government to obtain the local government's comment regarding access, screening and use considerations, prior to making recommendations to Land and Water BC regarding the disposition of surplus lands in the Vancouver Island Highway corridor. The Ministry of Transportation will report back to the Highway Liaison Committee about the results of this investigation.</li> <li>▪ The Ministry of Transportation will investigate its ability to consider the impact of environmental issues (i.e. screening, aquatic setbacks) on development potential in determining if surplus lands in the Vancouver Island Highway corridor should be marketed, and it will report back to the Highway Liaison Committee about this.</li> <li>▪ The Ministry of Transportation will investigate the type of information that Land and Water BC conveys to potential purchasers of surplus land about the potential use and access of these sites, and report back to the Highway Liaison Committee to determine if further action is required.</li> <li>▪ The Ministry of Transportation will provide information about surplus lands in the Vancouver Island Highway corridor (Excel database of properties and/or other available mapped information) to the RDN for the RDN to map.</li> <li>▪ The Ministry of Transportation will explore the use of restrictive covenants to require the retention of vegetation on surplus lands in the Vancouver Island Highway corridor and report back to Highway Liaison Committee.</li> <li>▪ All local government members of the Highway Liaison Committee will continue to explore what they can do to provide landscape buffering on lands in the Vancouver Island Highway corridor and report back to the Committee.</li> </ul>

**Appendix I (cont.)  
Issues and Actions to Enhance Implementation of the  
Vancouver Island Highway Implementation Agreement**

Issue	Actions to Enhance Implementation
<ul style="list-style-type: none"> <li>▪ Signage in the Vancouver Island Highway corridor.                             <ul style="list-style-type: none"> <li>- Collective policy.</li> <li>- Collective enforcement</li> <li>- Program to establish commercial signage on the highway.</li> <li>- Commercial signs on private land in the highway corridor.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Each local government on the Highway Liaison Committee that has land on the Vancouver Island Highway corridor will collaborate with the Ministry of Transportation with regard to sign management and enforcement in their jurisdiction.</li> <li>▪ Under the Pilot Program for commercial signs, the Ministry of Transportation will only accept applications from local business/industry groups if they have Regional District approval and municipal approval, including resolution of council for general approval and approval for confirmatory signs on municipal streets.</li> </ul>
<ul style="list-style-type: none"> <li>▪ The Approving Officer's and Ministry of Transportation's use of the Agreement in exercising its authority.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Ministry of Transportation will follow up with Bob Lapham, RDN, to clarify the role of the Vancouver Island Highway Agreement when the approving officer and the Ministry of Transportation exercise their authority.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Termination of provincial program to fund 50% bicycle path construction costs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local governments will consider the inclusion of policies in official community plans with regard to bicycle paths as a basis for informing the Province of local government interests in bicycle paths. These policies would inform any subsequent requests for funding, should provincial funding become available.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Provincial government initiative to provide commercial opportunities at provincial rest areas in Highway corridor</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Ministry of Transportation will initiate further consultation with the RDN to determine a future approach regarding commercial opportunities at Provincial government rest areas in the Vancouver Island Highway corridor.</li> </ul>
<ul style="list-style-type: none"> <li>▪ The protection of land in the Vancouver Island Highway corridor for future interchanges.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Ministry of Transportation to follow up with Brian Mehaffey, City of Nanaimo, to clarify how surplus lands in identified future interchanges are protected and to determine further action needed if any</li> </ul>

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /  
STATE OF SUSTAINABILITY PROJECT MEETING  
HELD ON WEDNESDAY, DECEMBER 3, 2003 AT 6:00 PM  
IN THE RDN COMMITTEE ROOM**

Present:

Director B. Holdom	Chairperson
Director D. Bartram	Deputy Chairperson
Brian Anderson	
Douglas Anderson	
Gordon Buckingham	
Betty Collins	
Sylvia Neden	
Adele McKillop	
Ross Peterson	
Sharon Thompson	

Also in attendance:

Christina Thomas	Senior Planner, Community Service
Neil Connelly	General Manager, Community Service

Absent:

Janet Farooq

**CALL TO ORDER**

Director Holdom called the meeting to order at approximately 6:45 PM.

**MINUTES**

The minutes from the previous meeting (Nov.4/03) were approved with the following amendments:

- The sentence in the Minutes section, "Director Holdom explained that the Committee would operate on a consensus decision making model and, consequently, that the Committee meeting minutes would record areas of agreement instead of resolutions passed by the Committee," is amended to read, "Director Holdom suggested that the Committee should operate on a consensus decision making model and, consequently, that the Committee minutes should record areas of agreement instead of resolutions passed by the Committee. The Committee agreed."
- The addition of the following sentence under New Business, Public Event #1 – Draft List of Invitees, as a new paragraph after the existing paragraph: "The solicitation of comment and positions from community organizations was discussed, however no resolution was reached."

## OLD BUSINESS

### a) *Public Event #1 - Possible Invitees - Update*

The Committee reviewed the November 24, 2003 staff report, "State of Sustainability Project: Public Event #1 - Possible Invitees - Update". C. Thomas described amendments made to the list of possible invitees in response to Committee feedback, and indicated that the list had not been amended to include every fraternal and service organization or all sports and special interest groups. C. Thomas recommended that invitee list not be amended to include all fraternal and service organizations or all sports and special interest groups. This recommendation was made in light of the fact it would be an inefficient use of resources to invite more than approximately 300 individuals or organizations to the event via direct mail given that advertisements that will be placed in newspapers will provide a general invitation to all interested members of the public to attend the event, and the fact that a maximum of 200 people can be accommodated at the event. The Committee received the report, and supported the updated list of possible invitees with a few minor amendments.

The solicitation of comment from community organizations was discussed, as was the timing of soliciting comment from community organizations. The Committee agreed to solicit community organizations' comments through the public event invitation letter.

### b) *Public Event #1 - Facilitator Selection*

C. Thomas provided an update regarding the selection of a facilitator for the public event. It was noted that C. Thomas has had telephone conversations with six possible facilitators and invited each one to submit written information to assist in the selection process. C. Thomas indicated that staff intends to select and contract the services of the facilitator in early January 2004.

### c) *Public Event #1 - Speaker Selection*

~~C. Thomas provided an update regarding the identification of possible speakers for the public event.~~ Initial Committee perspectives were sought regarding specific possible speakers. Committee members suggested additional individuals to consider as speakers for the public event. C. Thomas committed to conducting further research regarding speakers and to report back to the Committee about it at the next meeting. Committee members were welcomed to provide additional ideas for event speakers for staff to research.

### d) *Committee member biographical information*

C. Thomas circulated printed biographical information about each Committee member as submitted by each Committee member. The information is intended to help Committee members get to know each other better, and is not intended for public dissemination.

## NEW BUSINESS

### a) *Indicators used by RDN to monitor Regional Growth Strategy Vision Attainment*

The Committee reviewed the November 26, 2003 staff report, "State of Sustainability Project - Indicators Previously Used to Monitor Regional Growth Strategy Vision Attainment". C. Thomas provided an overview of the "Growth Management Plan Monitoring Project" conducted in 2000 to develop the current set of indicators. It was noted that two citizen committee workshops had been conducted to consider, refine, and develop the indicators. A technical report called "Growth Management Plan Performance Indicators Assessment - Data Quality Research", prepared to support this project, was circulated to Committee members. It was noted that the 2000 Annual Report on the Growth Management Plan (previously circulated to the Committee) was prepared based on the data for the indicators chosen as a part of the Project. The Committee received the staff report.



b) *Alternative meeting days for RGMAC meetings*

C. Thomas indicated that there is a need to identify alternative meeting days for RGMAC meetings given that other RDN meetings sometimes need to be conducted on the 1<sup>st</sup> Tuesdays of the month. The Committee agreed that meetings could be conducted on the 1<sup>st</sup> Tuesdays, 1<sup>st</sup> Wednesdays, 3<sup>rd</sup> Wednesdays or 4<sup>th</sup> Wednesdays of the month.

**OTHER BUSINESS**

It was noted that two members of the Committee were pursuing the involvement of school children in School Districts #68 and #69 in the project.

**NEXT MEETING**

The next meeting was set for January 21, 2004 at 7:00 PM.

**ADJOURNMENT**

Director Holdom adjourned the meeting at approximately 8:45 PM.

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Chair, Director B. Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE  
MEETING HELD ON WEDNESDAY, NOVEMBER 26, 2003, AT 12:00 NOON  
IN THE RDN COMMITTEE ROOM

**Present:**

Director T. Krall	Chairperson
Director T. Westbrook	Town of Qualicum Beach
Director D. Bartram	Electoral Area 'H'

**Also in Attendance:**

N. Connelly	General Manager, Community Services
M. Donnelly	Manager, Transportation Services
B. Clemens	City of Nanaimo
S. New	Vice-President, Municipal Systems, BC Transit

**Regrets:**

Director J. Stanhope	Electoral Area 'G'
Director D. Haime	Electoral Area 'D'
Director B. Holdom	City of Nanaimo
Director R. Cantelon	City of Nanaimo

The number of attendees required to establish a quorum was not met. The meeting was continued as an information meeting only.

**ADMINISTRATION**

Presentation of the CUTA Outstanding Achievement Award to the HandyDART Staff was made by Steve New, Vice President Municipal Systems BC Transit. Mr. Brian Warner received the award on behalf of his department. Committee Chair Krall also acknowledged the efforts of the staff and the national recognition, which has been received.

General discussion was held with Mr. New on the following items.

Long Term Funding of BC Transit Municipal Systems

Mr. New noted that there are ongoing discussions being held in the Transportation Ministry with respect to long term funding for BC Transit. The Minister has established a team headed by Mr. Larry Ward to review the funding issues and to report back to the Minister. A delay in those discussions has resulted in a missed opportunity for change in legislation in time for the 2004/2005 fiscal year. Existing funding issues are anticipated to continue into 2006. Some short term additional funding may be available to address growing fleet maintenance costs over that period.

Funding Partnerships Encouraged

Mr. New noted that it would be desirable to seek partnerships within the community that will assist in providing funding for additional service in the future. He outlined the recent partnership with the City of Kamloops and BC Transit to provide the Universal Bus Pass to students at the local College in which all additional service to the College was provided through a modified fee structure and 100% local funding.

**NEW BUSINESS**

A meeting has been called for Thursday December 4, 2003 at 12 noon in the Committee Room to address items not dealt with due to the lack of a meeting quorum.

**ADJOURNMENT**

The meeting was adjourned at 1:40 pm.

---

T. Krall  
Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE  
MEETING HELD ON TUESDAY, DECEMBER 2, 2003, AT 2:30 PM  
IN THE RDN COMMITTEE ROOM**

**Present:**

Director T. Krall	Chairperson
Director T. Westbroek	Town of Qualicum Beach
Director D. Bartram	Electoral Area 'H'
Director J. Stanhope	Electoral Area 'G'
Director D. Haime	Electoral Area 'D'
Director B. Holdom	City of Nanaimo
Director R. Cantelon	City of Nanaimo

**Also in Attendance:**

N. Connelly	General Manager, Community Services
M. Donnelly	Manager, Transportation Services

**CALL TO ORDER**

The meeting was called to order at 2:40 pm.

**MINUTES**

MOVED M. Donnelly, SECONDED T. Westbroek that the minutes of the November 26, 2003 meeting of the Transit Business Plan Update Select Committee be adopted. CARRIED

**ADMINISTRATION**

**Community Bus Proposal**

A presentation was given by M. Donnelly on issues related to the development of the Community Bus Proposal.

**Electoral Area 'H'**

Concerns were raised by the Electoral Area 'H' Director with respect to service changes resulting from the Community Bus Proposal. Under the proposal, service would continue on Fridays under the current arrangement but service provision would be provided by local taxi services. This would eliminate service to those people who are confined to a wheelchair, as local taxi services are not wheelchair accessible. At this time there are no customers that are wheelchair bound requesting service to this area.

The solution provided by staff would allow for an accessible bus to be utilized in Electoral Area 'H' should a customer requiring accessible service request a trip.

MOVED that HandyDART/Taxi services be provided as required as part of the Electoral Area 'H' service provision to ensure full accessibility.

There was further discussion regarding the use of taxi services in portions of Qualicum Beach, Area 'H' and 'G'. Staff were requested to contact local taxi service providers to determine the level of service they could provide under the Community Bus proposal

MOVED T. Westbrook, SECONDED B. Holdom, that staff be directed to contact local taxi companies to determine the level of service they could provide to complement service under the Community Bus Proposal and in areas of lower ridership. CARRIED

#### **Fleet Cost Sharing**

M. Donnelly provided an overview of the fleet cost sharing approach. There was general discussion regarding the makeup and cost allocation of the fleet based on service hours and kilometers.

#### **Budget Impacts**

M. Donnelly provided an overview of the impacts on the 2004 Budget with respect to the proposed requisition increase included in the 5-Year Financial Plan and the Community Bus Proposal.

There was general concern expressed over the increases to the 2004 budget for District 69. The discussion centered primarily on the increase outlined in the 5-Year Financial Plan for 2004.

#### **Report on Meetings with School Districts No. 68 and No. 69**

A verbal report on discussions with both School Districts was provided by staff. In both meetings overviews of the system were given and ideas regarding areas of possible partnership were discussed. In both School Districts, management staff were requested to follow up on specific areas where partnerships may occur.

The minutes of the November 7, 2003 meeting with School District No. 69 were distributed, with the minutes from the November 25, 2003 meeting with School District No. 68 to be circulated when they are finalized.

MOVED R. Cantelon, SECONDED T. Westbrook, that the verbal report on meetings with School Districts No. 68 and No. 69 be received. CARRIED

#### **ADJOURNMENT**

The meeting was adjourned at 3:50 pm.

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T. Krall  
Chair



REGIONAL DISTRICT OF NANAIMO	
DEC 3 2003	
CHAIR	GMCrS
CAO	GMDS
GMCms	GMES
	<i>ETA</i> ✓
	DATE

**MEMORANDUM**

**TO:** C. Mason  
General Manager, Corporate Services

December 2, 2003

**FROM:** N. Avery  
Manager, Financial Services

**FILE:**

**SUBJECT:** School District 68 E911 dispatch consolidation

**PURPOSE:**

To inform the Board of changes to the fire dispatch function for E911 in the Central Island E911 system.

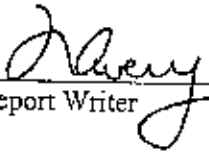
**BACKGROUND:**

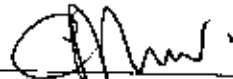
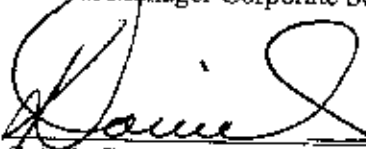
The City of Nanaimo acts as the fire dispatch center for fire departments located in the School District 68 portion of the Regional District. A contract fee based on fire call volumes is used to cost share in this function with the City. In order to provide 24 hour/7 day a week service, the number of full time employee equivalents is about 4. The Cowichan Valley Regional District (CVRD) also mans and manages a fire dispatch center for its fire departments. For the last few years the City and the CVRD have tentatively thought about consolidating the dispatch centers – but no specific initiatives or analysis has been done. A change in Industry Canada radio standards requiring major radio equipment replacement and the desire on the part of the CVRD to move to a software driven dispatch model have very recently caused both parties to seriously consider the cost and operational implications of consolidating the dispatch centers.

Equipment and relocation costs for two separate centers are estimated at \$1.1 million dollars – a consolidated center can be achieved for about \$600,000. Operationally, the savings are more significant because they will be of a continuing nature. The City has acknowledged that by the end of 2004 it would have to double its staffing component simply to continue to be compliant in call answer time – currently operating costs are about \$300,000 per year. As a relatively small participant, our share of the cost of fire dispatch is about \$33,000 annually at a rate of \$2.30 per \$100,000. Very roughly then, we can assume that this cost will need to be revised upward to somewhere around \$66,000 at an estimated cost of \$4.60 per \$100,000. However, final costs have not been precisely determined and the current cost sharing formula may no longer be appropriate in a consolidated dispatch center. The City and the CVRD are currently working through the intricacies of amalgamating two different employee unions for the center and until those issues are resolved staff are not in a position to forecast the financial impacts to the Regional District. Nonetheless, it is evident that all parties will be better served by a consolidated dispatch center and the initiative is proceeding on that basis.

**RECOMMENDATION:**

That this report be received for information.

  
Report Writer

  
General Manager Corporate Services  
  
C.A.O. Concurrence

**COMMENTS:**



REGIONAL DISTRICT OF NANAIMO	
DEC 3 2003	
CHAIR	GMCrS
CAO	GMDS
GMCMs	GMES
<i>Bud</i>	
DATE: December 1, 2003	

**MEMORANDUM**

**TO:** C. Mason  
General Manager, Corporate Services

**FROM:** N. Avery  
Manager, Financial Services

**SUBJECT:** 2004 Budget and 2004 to 2009 Financial Plan

**PURPOSE:**

To provide background comments concerning the 2004 budget and the 2004 to 2009 financial plan.

**BACKGROUND:**

2004 marks the second year of the implementation of five year financial plans for Regional Districts. As a reminder, the plan adopted in March 2003 which covered the years 2003 to 2008, provided for the 2003 annual budget and the 2004 "provisional" budget. The authority of the plan is such that operations can continue into 2004 until the Board adopts a new plan, which will cover the years 2004 to 2009.

For information purposes, staff have attached the final report on the 2003 annual budget and the 2003 to 2008 financial plan. The last page of the attached memo highlights a number of increased requisitions forecast for 2004 and beyond. These included Recreation and Transportation services in District 69 and the Planning function. In this next five year period, a number of Electoral Area funded services will be affected by the incorporation of the District of Lantzville. Additionally a second Regional Services review is planned for 2004, which may result in service funding amendments requiring assent by referendum.

The 2004 to 2009 financial plan has been prepared to be as consistent as possible with the previous forecasts. Most service plans include regular but modest tax increases intended to meet current operating costs and a reasonable capital replacement program. Staff have made particular efforts in this new plan to focus on infrastructure capital and how replacement programs can be effectively financed. Modest tax increases make it possible to fund cash reserves to reduce the amount borrowed for capital replacements, but will not, in all cases, eliminate the need altogether. In small local services it is difficult to prepay significant capital even within a ten year time frame. As much as possible new debt has been timed to coincide with the expiry of old debt but there will be instances where new debt will add to the tax cost of the service.

Some changes will inevitably arise from new interests in services or service levels. Some service level changes have not been costed, as staff simply do not have enough information to address them – in particular changes to Provincial drinking water testing and management regulations.

The financial plan includes modest growth of 2% per year over the next five year period. If growth is faster than this, the forecast tax rates will be lower than shown on page 277 of the Financial Plan binder.



The remainder of this memo will point to highlights of the 2004 budget in particular and for information purposes, some of the more significant changes in the 2005 to 2009 timeframe.

**Financial Plan Binder**

**Pages 21-23**

These pages list the tax requisition for each service on a historical basis from 2000 to 2004. The columns on the far right show both the dollar change and the percentage change from 2003. As mentioned earlier, most of the changes were part of the "provisional" 2004 forecast. New items include:

Page 21

Administration	\$60,000	Potential referendums for service changes
Emergency Planning	\$19,880	Installation of an emergency generator at Regional District headquarters
Feasibility Studies	\$10,000	Nodal servicing strategy for Electoral Areas
Gabriola Emergency Wharf	\$60,300	New service – first year covers construction

Page 22

Coombs Hilliers Fire	\$15,750	Proposal to increase requisition to cover capital plan and additional operating needs
Area D Community Park	(\$ 4,500)	Reduced service level due to Lantzville incorporation
Area F Community Park	(\$25,925)	Errington School project abandoned
Area H Community Park	\$13,000	Capital improvements for Lighthouse Community Center

Page 23 - some increases in water and sewer systems reflect additional lots from subdivisions ie: Fairwinds Sewer, Pacific Shores Sewer and Englishman River Water

**Page 24**

This page analyses what services and service levels account for the changes between 2003 and 2004. Changed service levels account for .63% of the increase over 2003, services provided by other jurisdictions decrease the net change by .16% and current services account for 3.6% of the change from 2003.

**Page 25**

This page shows the amounts raised within the boundaries of each member for the services affecting the whole municipality or Electoral Area. This table does not include water, sewer, fire or streetlighting services which affect only a portion of a member's area.

For the municipal members the change from 2003 is shown as a percentage. Tax rates in municipalities are calculated differently than in the Electoral Areas, so are not strictly comparable. Additionally, municipal members participate in a much smaller set of services than Electoral Areas, for whom the Regional District is the primary local government service provider.

For each Electoral Area the change in total dollars from 2003 to 2004 is shown, as well as the change in tax rate per \$100,000 in each year. For example, in Area A \$37,520 more dollars will be requisitioned in 2004. The tax cost of that amount will change by .11 cents per \$100,000. The change in tax rate is affected by new construction and market value changes. For Electoral Areas A,B,F and H, staff have estimated a change of 3% in assessments, Area C is estimated at 2% and Areas E and G, where building permit statistics show continued strength in new construction, assessment values have been increased by 5%.

#### **Page 26 to 28**

These pages provide details on how the major changes described on the previous pages affect individual members , under the headings Changed Service Levels, Other Jurisdictions and Existing Services.

#### **Pages 29 -31**

These pages provide other budget information not directly related to property taxes. Page 29 shows the history and proposed water and sewer user rates for 2004. Page 30 lists capital bylaw funds which have not been fully expended. Negative values on Page 31 show capital funds which have been spent but which have not been replenished by the debt authorized for those projects. Of particular note at this time is the \$7.3 million outstanding for the new multiplex.

**Page 31** lists capital reserves on hand. Of note on this page is the nil balance in the Administration building reserve fund which was used to construct the new Boardroom facilities as well as the significant reserves which have been accumulated for the Solid Waste function (\$7,296,165 for acquisition and capital improvements ), Northern Community Sewer (treatment plant) Development Cost Charge reserve (\$2,348,141), Southern Community Sewer(treatment plant) Development Cost Charge reserve (\$2,912,220) and Southern Community Sewer general capital reserve of \$5,587,880.

**Pages 32-37** are charts which show the sources and distribution of revenues which support the Regional District budget, as well as the distribution and nature of expenditures for the major services provided by the Regional District.

**Page 36** shows the percentage of the overall tax revenues raised from each member jurisdiction in 2004.

**Page 37** shows a history of tax rates for Electoral Areas from 2000 to 2004.

**Page 38** illustrates the total outstanding debt for Regional District Services. Total debt may increase by about \$8,000,000 in 2004 if the multiplex debt is secured, as well as proceeds for some earlier capital projects which have been completed but not yet fully financed from their loan authorizations.

#### **2004 to 2009 Financial Plan**

The five year financial plan summaries begin at page 267. Page 267 is a snapshot of each year of the plan for all services combined. Total property tax revenues are forecast to rise by 3.3%(2005) , 2.7%(2006) , 2.8%(2007) , 3.2%(2008) and 3.7%(2009).

Pages 268 to 275 show the overall plan for each organizational segment of the Regional District and a schedule of the property tax requisitions for each service within that organizational segment. For example, Page 268 is the overall plan summary for the Community Services segment and Page 269 lists each service under this segment and the tax requisitions proposed up to 2009.

Page 276 shows the forecast assessment based requisitions for each member, as well as the requisitions for fire and streetlighting services which are assessment based.

In a similar layout, Page 277 forecasts the tax rate per thousand for general services, fire and streetlighting areas. The general services rate will affect most property owners in the Electoral Area and is listed as the RegDist(Electoral Area) rate on property tax notices. Fire and streetlighting rates, as well as parcel taxes for water and sewer services are listed separately on property tax notices.

Page 278 lists the projected parcel tax rates for local water and sewer services over the plan timeframe.

A number of charts have been included after Page 278.

Coloured charts - The first chart illustrates the distribution of tax revenues among assessment based taxes, parcel taxes and municipal participation agreements. The second chart shows graphically the increase over the next five years of the total dollars to be raised from each member. The third chart illustrates the change in tax rates by member.

Black and white charts -- The first chart shows in a bar chart format the change in requisition dollars forecast during the plan for each municipal member. The next series of charts show firstly, the total dollars to be raised in a bar chart format for an Electoral Area, followed by a line chart showing the trend in the tax rates for the Electoral Area. The first two of these pages are for Electoral Areas A,B,C and D with Electoral Areas E, F, G and H on the final two charts.

### **Highlights of the Financial Plan – 2005 and beyond**

#### **Community Services – pages 279 - 316**

Referring to Page 280 –

Ravensong Aquatic Center, District 69 Arena and District 69 Recreation Coordinating - An update of the Recreation Services master plan is proposed for 2005. A tax revenue increase is proposed for each budget to help accommodate \$17,500 as their share of the plan in 2005. The Recreation Coordinating function will be reduced in 2006 upon completion of the plan, however, the current operating budgets for both Ravensong and the Arena function will require these two budgets to remain at the new higher amount. In 2006 the Ravensong plan (pages 282-283) envisions additional construction of enhanced amenities and borrowing of \$440,000 (in 2002 dollars). This will add about \$44,110 in debt servicing costs to the budget however the projections indicate that this amount is manageable without increasing taxes by that full amount.

Community Park – Electoral Area C (details at page 301)– this budget largely funds staff costs for managing the parks functions in the Regional District. The tax increases forecast over the plan period basically offset probable contract settlements.

Community Park – Electoral Area H (details at page 306) – building improvements to the Lighthouse Community Center are proposed for each of 2004, 2005, and 2006. The requisition is reduced in 2007 once the improvements are completed.

D69 Conventional and Custom Transit (details at pages 310 and 311) – an increase of 4.5% (\$16,318) and 9.5% (\$4,827) respectively is projected for 2005 as the remainder of the operating surplus is absorbed. By 2006 these budgets will be fully supported by tax requisition, BC Transit cost sharing and farebox revenues.

#### **Corporate Services – pages 317-346**

Referring to Page 318 –

Administration (details at pages 320 to 322) – is reduced in 2005 by approximately \$51,000 in anticipation of the completion of the Regional Services Review.

Electoral Areas (details at pages 342 to 343) – is increased in 2005 for the next Local Government elections. This particular budget has a cycle of increases every three years for this reason ( see also 2008). The impact of the incorporation of the District of Lantzville affects the tax cost of the budget to the remaining participants. Staff will have a clearer picture in 2005 of this impact, when the major fixed costs such as memberships in UBCM and FCM and attendance at those conferences can be more precisely costed.

Emergency Planning (details at pages 368-369) – this function currently provides for a half time Coordinator. The plan envisions a probable full time position by 2009 and a total budget commitment rising from about \$55,000 to \$89,500.

Coombs Hilliers Fire Department (details at pages 328-329) – the department has recently reviewed its operating requirements and concluded that it must significantly increase its annual operating budget to effectively provide its contractual level of service. In particular it does not meet current WCB regulations in a number of equipment items and its current firehall(s) are close to the end of their useful lives. The five year plan proposes both an operating budget increase, as well as borrowing to achieve the equipment and firehall improvements. This increase will require consent from the service area and public consultation will take place in 2004 with this goal in mind.

#### **Development Services – pages 347-370**

Referring to Page 348 –

Both the Planning and Building Inspection services are affected by the incorporation of the District of Lantzville, particularly after 2004/2005 when it is anticipated that the District will take full charge of these services with its own staff.

Building Inspection (details at pages 350-351) - This department has had the benefit of several years of robust building activity and revenues are forecast to remain at the \$670,000 range for the next two years, declining to \$600,000 by 2009. As much as possible staff resources are increased or decreased in line with demand, although it may be up to a year before a reduction in permit activity translates itself into a reduction in processing and inspection activities. Even with a reduction of approximately one staff position in the forecast the core operating costs will begin to erode the current surplus – by 2007 the tax requisition may need to be increased from \$135,000 to \$197,000 and to \$354,000 by 2009. Some years

ago, the budget objective was to maintain a tax requisition of about 30% of revenues. The department has actually reduced this ratio and moved from what was a requisition of \$265,000 in 1996 to its current level of \$135,000. In 2009, if it is necessary to have a requisition of \$354,000, this would represent tax support amounting to 37% of revenues.

Planning (details at pages 364 to 366) - Most of the development activity handled by the Planning department is currently generated in School District 69, particularly Areas E and G. What is difficult to illustrate by looking solely at a budget, is the value of assets which are being negotiated into large new developments by staff. The complexity and length of negotiations, the demand for new policies regarding development and the increase in public consultation activities has resulted in a higher workload, despite the loss of activity from the newly incorporated area. The challenge in predicting the future for this budget, is the fee revenue which will be generated by subdivision activity. Accordingly the budget carries a conservative estimate in this regard - about \$61,500 annually. Staffing resources are forecast to decline in 2005 to reflect the impact of the loss of a grant supporting environmental planning activities. Depending on the timing of these effects, staff expect that the current operating surplus will diminish fairly rapidly over the next three years and the tax requisition will fully reflect the cost of the core service level.

#### Environmental Services - pages 371-439

Referring to Page 372 -

Northern Community Wastewater (Parkville, Qualicum, E,F,G and H) (details at pages 378 to 379) - the tax requisition is forecast to increase by 5% in each of 2005 and 2006. The capital plan is slightly higher in 2006 than originally projected and in order to reduce the impact in that year a ramp up is recommended.

Fairwinds (Nanoose) Treatment (Area E) (details at pages 425 to 426) -- tax revenues will rise, but this is related to an increase in the number of parcels in the service area. The rate per parcel will rise only modestly over the plan timeframe and will enable the service to continue setting aside capital reserve funds.

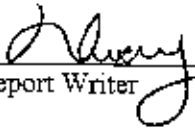
West Bay Estates Water (Area E) (details at pages 401 to 402) - this water system is one where watermain replacement should be proceeding in the near future. While not cast in stone, staff have shown the effect of commencing replacement in 2004 and financing the plan with new debt over a period of four years.

Nanoose Bay Bulk Water (Area E) (details at pages 419 to 420) - the driver for this budget is the timing of components of the bulk water capital plan. At present, the capital plan anticipates about one million dollars in capital expenditures in 2005, with a further \$2.5 million dollars in 2008 which will be financed by new debt. Parcel taxes have been ramped up commencing in 2005 to account for the financing to come.


French Creek Bulk Water (Area G) (details at pages 421 to 422) - much the same comments regarding bulk water apply here, except that the capital expenditures for the French Creek service area are projected to be built in 2008. New debt and operating costs for these works will increase the budget from about \$101,000 in 2003 to \$510,000 by 2009.

**RECOMMENDATION:**

That this summary report be received for information.

  
Report Writer

  
General Manager, Corporate Services

  
C.A.O. Concurrence

**COMMENTS:**

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**TO:** C. Mason  
General Manager, Corporate Services

**DATE:** March 5, 2003

**FROM:** N. Avery  
Manager, Financial Services

**FILE:**

**SUBJECT:** 2003 Annual Budget and 2003 to 2008 Financial Plan

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**PURPOSE:**

To introduce the 2003 annual budget and financial plan for 2003 to 2008

**DISCUSSION:**

Effective January 2003, Regional Districts, like their municipal counterparts are required to prepare five year financial plans. The plans should provide details for the first year, which becomes the annual budget for that year and projections for the four subsequent years. Financial plans must be adopted annually by March 31<sup>st</sup>, but can be amended at any time to provide for emergencies or other significant program changes as they occur. In addition to the bylaw adopting the financial plan, a bylaw must be adopted which establishes procedures to authorize emergency expenditures.

A financial plan for a Regional District is a complex document because of the nature of accounting for each service. Changes to taxation levels in one service may not affect all Regional District taxpayers equally. Our Regional District has attempted to manage taxation changes within the cost of living – both at an individual service level and at an overall Regional District level.

**2003 Annual Budget**

**Appendices 1 and 2**

Overall taxation for 2003 is increased by 5.71% (from \$20,469,600 to \$21,637,890), of which 4.22% is related to service level changes, .3% results from changes in requisitions from other jurisdictions and 1.17% is related to existing services. The change for existing services is well within the target of 2% for cost of living for 2002/03.

**Appendices 3 to 6**

The annual budget reflects final adjustments for a number of items, which are not known with certainty when budgets are developed during the prior fall period. For 2003, these include current year preliminary assessment values, sewage flows and septage disposal amounts for the French Creek treatment plant, service statistics for transportation services, sportsfield and recreation facility costs from our municipal partners, 2002 referendum results and final year end operating results. Appendix 3 illustrates the distribution of 2003 assessment based property taxes among the members – showing the progression of

changes from the provisional budget to the annual budget. Appendices 4, 5 and 6 provide details of the changes in individual services and to individual members.

The most challenging adjustment was overcoming a significant operating deficit in the Southern Community Transit service area, affecting largely the City of Nanaimo. A taxation increase for Transportation services (\$382,300 - Appendix 2) has been offset by reductions in the amounts requisitioned for the Southern Community Wastewater function (\$132,905 - Appendix 2) and the General Administration function (\$82,870). The final result to the City of Nanaimo is an increase from a provisional estimate of .51% to 1.9% (Appendix 3).

The changes shown on Appendix 3, between Parksville and Qualicum Beach are the result of final sewage flow statistics for 2002. Changes among the Electoral Areas reflect the results of the referendum for contributions to the Harbourfront Center (Area D and Area E no longer participate), the removal of Area B from the Regional Development function and final assessment values.

Under separate attachment is additional detailed information, including schedules listing by function, the final amounts for taxes in 2003, summaries by service area comparing the 2002 annual to 2003 annual budget by function and the five year capital plans for each service area and five year historical summaries showing the dollars and the tax rates for each member up to 2003.

#### 2003 to 2008 Financial Plan - Appendices 7 to 15

##### Preparation Principles

The five year financial plan was prepared using the same principles as a single year's annual budget.

Revenues and expenditures were examined from an overall perspective. Only where it was likely that a set of expenditures or revenues would be expected to increase over time was an adjustment made. For instance, wages are negotiated and have been projected assuming a 2% annual increase. However, not all operating costs have been similarly adjusted as for the most part, staff consider the current budgets adequate to absorb some general inflationary increases for some time. Finally, capital plans have been incorporated to achieve an appropriate mix of timing and priorities. There are some gaps in the capital plans at this time, which continue to be addressed within staff's existing resources. The development of a forecasting model has certainly assisted staff in considering the implications of larger capital expenditures for infrastructure renewal. Staff will continue to report to the Board as these plans reach a more certain level of commitment and what alternatives might be considered to implement them.

Budgets are firstly balanced using direct revenue sources. User fees for water, sewer and garbage collection services are generally forecast to rise by 2% annually. Other sources of revenues include permit fees (building inspection and development applications), recreation programs (program fees, arena usage, pool usage and campgrounds), landfill tipping fees and transit fares. Each of these has a unique profile and the changes on Appendix 8 reflect staff's current sense of the direction each of those service areas will take. In broad brushstrokes, the budgets suggest continuing direct user fee increases and some general increase resulting from population growth.

Finally, it has been assumed that property assessments will rise by about 2% annually.



Appendices 7 – 8

Appendix 7 shows the financial plan in summary form as it would be adopted by bylaw. This Appendix shows the operating budget in some detail as well as the transfers between the operating, capital and reserve funds for capital expenditures.

Appendix 8 shows the financial plan with the changes shown as percentages between years.

Assessment based property and parcel taxes are projected to rise modestly over the next five years. In 2007 a large increase of 10.6% is projected. This is the year in which virtually all of the Regional District's solid waste would begin to be exported rather than landfilled.

Appendices 9 – 12 Show the five year plans by service area.

Community Services – a 3.5% overall increase is projected for 2004. This increase comes from three main sources, the District 69 Recreation program, District 69 Conventional Transit and Southern Community Recreation. The tax requisitions in these functions are rising largely as a result of using up surpluses in 2003 to reduce or eliminate tax increases in this current year.

Corporate Services – a 3.2% increase is projected for 2005, which reflects additional expenditures for local elections in that year.

Development Services – 7.8% and 7.5% increases are projected for 2004 and 2005 for Planning and Development services. 2004 will be the third year without a municipal contribution to the program and there will be a need to increase the requisition to support the core program as it currently stands.

Environmental Services – a 24.9% increase is projected for 2007. Reference was made earlier to the impact of moving to full solid waste export in that year.

Appendices 13- 15 Show the distribution of tax requisitions by member, the tax rates per year and the projected parcel tax rates for water and sewer utility services.

The foregoing information is presented for information purposes with this report. Additional details regarding the final 2003 budget plans and the financial plan will be submitted by staff at the meeting scheduled for March 18<sup>th</sup>.

**RECOMMENDATION:**

That the report on the 2003 annual budget and 2003 to 2008 financial plan be forwarded to the Committee of the Whole for review and discussion.

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Report Writer

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General Manager Concurrence

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C.A.O. Concurrence

**COMMENTS:**