

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, MARCH 8, 2005
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

6-15 **Tony White, Nanaimo Region John Howard Society**, re request for funding.

MINUTES

16-22 Minutes of the Special Committee of the Whole meeting held February 1, 2005 and the regular Committee of the Whole meeting held Tuesday, February 8, 2005.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATION/CORRESPONDENCE

23-29 **Richard Taylor, UBCM**, re 2005 Resolution Process.

UNFINISHED BUSINESS

30-34 Police Support Services Establishing Bylaw No. 1421.

COMMUNITY SERVICES

RECREATION & PARKS

35-40 Extension & District Recreation Commission Services Agreement – Area C.

41-54 Regional Parks and Trails Plan. (Included as a separate enclosure)

Top Bridge Crossing – Canada – BC Infrastructure Program. (To be circulated)

REGIONAL GROWTH MANAGEMENT

55-63 Regional Context Statement – City of Parksville.

CORPORATE SERVICES

ADMINISTRATION

64-85 Southern Community Sewer Function Review.

FINANCE

- 86-111 Parcel Tax Rate Bylaws No. 1181.05, 1182.05, 1184.05, 1185.05, 1186.05, 1188.05, 1190.04, 1191.05, 1192.05, 1193.05, 1206.04, 1371.01.
- 112-119 Reserve Fund Bylaw Approvals – Bylaws No. 1411, 1412, 1413, 1414, 1415.
- 120-122 Revenue Anticipation Borrowing Bylaw No. 1422.
- 123-125 Implementation of a Hotel Tax – Areas E, F, G, H.

HOSPITAL

- 126-129 Nanaimo Regional Hospital District Annual Budget Bylaw No. 136.

DEVELOPMENT SERVICES

BUILDING INSPECTION

- 130-131 Section 57 of the Community Charter – Contravention of Bylaw – Infractions.

ENVIRONMENTAL SERVICES

- 132-157 Mt. Arrowsmith Aquifers Modeling Study.

LIQUID WASTE

- 158-160 Canadian Environmental Protection Act: Wastewater Management.
- 161-163 Northern Community Sewer Local Service Area Development Cost Charges Bylaw No. 1423.
- 164-165 French Creek Pollution Control Centre Biosolids Composting Quote Results.

SOLID WASTE

- 166-169 2005 Garbage & Recycling User Rate Amendment Bylaw No. 1009.08.
- 170-172 Arboretum Property Purchase – Release of Reserve Funds – Solid Waste Disposal Local Service Area Reserve Fund Expenditure Bylaw No. 1425.

UTILITIES

- 173-177 Englishman River Streetlighting Local Service Area Boundary Amendment Bylaw No. 1353.01 – Area G.
- 178-186 Vancouver Island Watershed Protection Steering & Technical Committees.

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

187-188 Minutes from the meeting of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project held February 9, 2005. (for information)

Intergovernmental Advisory Committee.

189-190 Minutes from the meeting of the Intergovernmental Advisory Committee held February 7, 2005. (for information)

Transit Business Plan Select Committee.

191-220 Minutes from the meeting of the Transit Business Plan Select Committee held February 24, 2005. (for information)

That the Nanoose Bay Community Bus expansion proposal be deferred indefinitely.

That the 2004/05 Annual Operating Agreement (AOA) with BC Transit be approved.

That the Terms of Reference for a study on transit exchange and service delivery options for the longer term for downtown Nanaimo be approved and that staff issue a Request for Proposals for a Project Consultant for the study.

Regional Parks Plan Review Select Committee.

221-222 Minutes from the meeting of the Regional Parks Plan Review Select Committee held February 9, 2005. (for information)

Area 'B' Parks and Open Space Advisory Committee.

223-226 Minutes from the meeting of the Area 'B' Parks and Open Space Advisory Committee held January 10, 2005. (for information)

District 69 Recreation Commission.

227-237 Minutes from the meeting of the District 69 Recreation Commission held February 17, 2005. (for information)

That the 2005 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for acoustical treatment estimated at \$50,000 in the Victor Kraatz Arena to be funded from the Prior Year Surplus as per Appendix 1 of the Oceanside Place Acoustics – Victor Kraatz Arena Report dated February 4, 2005.

That the 2005 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for a video security monitor system estimated to cost \$11,000 for the Ravensong Aquatic Centre to be funded from the Prior Year Surplus as per Appendix 1 of the Video Security Monitor System Ravensong Aquatic Centre Report dated February 4, 2005.

That the recommendations from the District 69 Recreation Commission Grants Committee for the following Youth Grants be approved:

Youth Group:

<i>Ballenas Secondary- Dry Grad Committee</i>	<i>\$200</i>
<i>Youth Link- Linking Out Loud</i>	<i>\$1,450</i>

That the recommendations from the District 69 Recreation Commission Grants Committee for the following Community Grants be approved:

Community Group:

<i>Arrowsmith Community Enhancement Society (ACES)</i>	<i>\$2,167</i>
<i>Ballenas Secondary Dry Grad Committee- Greening Project</i>	<i>\$1,000</i>
<i>District 69 Society of Allied Support Groups</i>	<i>\$125</i>
<i>Lighthouse Recreation Commission</i>	<i>\$1,850</i>
<i>Mid-Island Wildlife Watch Society</i>	<i>\$1,000</i>
<i>Nanoose Bay Elementary School Parent Advisory Committee</i>	<i>\$1,000</i>
<i>Oceanside Community Arts Council</i>	<i>\$1,500</i>
<i>Parksville and District Historical Society</i>	<i>\$500</i>
<i>Qualicum Beach Seedy Saturday Association</i>	<i>\$900</i>
<i>Ravensong Aquatic Club</i>	<i>\$1,250</i>

Verbal Reports As Available:

Arrowsmith Water Service Management Committee
Deep Bay Harbour Authority
Island Corridor Foundation
Mt. Arrowsmith Biosphere Foundation
Municipal Finance Authority
Municipal Insurance Association
North Island 911 Corporation
RDN Emergency Planning Committee
Regional Library Board
Regional Transportation Advisory Committee
Treaty Advisory Committee
Vancouver Island Biosphere Centre

ADMINISTRATOR'S REPORT:

Presentation on Mission to Ghana.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

238 Director Bartram re Drinking Water Protection.

BOARD INFORMATION (Separate enclosure on blue paper)

IN CAMERA

That pursuant to Section 90(1)(g) of the Community Charter the Board proceed to an In Camera meeting to consider items relating to legal matters.

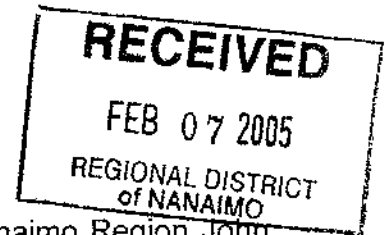
ADJOURNMENT

Nanaimo Region John Howard Society

#200 - 1585 Bowen Road, Nanaimo, BC V9S 1G4 • Bus: (250) 754-1266 • Fax: (250) 754-2340

February 2, 2005

Ms. Linda Burgoyne
Administrative Assistant
c/o Maureen Pearse
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2



Dear Ms. Burgoyne:

Thank you for your letter of January 25, 2005. We (the Nanaimo Region John Howard Society and the Nanaimo RCMP) would be pleased to attend a meeting of the Committee of the Whole to present our Community Justice Forum program and request consideration for funding.

Please contact this writer to arrange details.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony White".

Anthony (Tony) White
Executive Director

NANAIMO REGION JOHN HOWARD SOCIETY

**RESTORATIVE JUSTICE PROGRAM
APRIL 1, 2003 - MARCH 31, 2004
ANNUAL REPORT**

Submitted by:

**VIOLET SMITH
Program Manager
#200-1585 BOWEN ROAD
Nanaimo, BC
V9S 1G4
Telephone: 754 - 1266
Fax: 754 - 2340**

The Attorney General, Ujjal Dusanjh announced the expansion of Diversion/Alternative Measures in February 1997 to include Community Based Restorative Justice initiatives.

In July 1997 the Nanaimo Region John Howard Society and the Nanaimo R.C.M.P. entered into a partnership to develop a program of Restorative Justice unique to the Nanaimo area. The Nanaimo Restorative Justice program evolved creating a process of informal police based diversion and commenced receiving referrals June 1, 1998. The program expanded to the North Cowichan/Duncan community April 1, 2003 after a partnership agreement with the Nanaimo Region John Howard Society and North Cowichan/Duncan R.C.M.P.

Both programs use the Community Justice Forum model and only deal with offenses where an offender has admitted guilt (responsibility) and willingly participates in the process.

In comparison to the traditional Justice process Community Justice Forums:

- ◆ involve more people in the community to discuss the offense, its effects and how to repair the harm.
- ◆ acknowledge a wider range of people as being victimized by the offense, and explore the effects on those people: the primary victim, people connected to the victim, the offenders family members and others connected to the offender.
- ◆ get a wider range of participants to express their emotions/feelings about the impact of the offense and to be potentially involved in assisting the re-integration of the offender into the community.
- ◆ make more deliberate distinctions between condemning the offense versus condemning the offender.

Referrals are faxed directly from the Investigating Officer to the Program Coordinator within 4 days of the offense. The Program Coordinator assigns a volunteer Facilitator to contact the offender and their support people, the victim and their support people, witness(s) if applicable and investigating officer. Once all of the appropriate people have been contacted, a Community Justice Forum is arranged for everybody concerned to meet in a formal setting. A resolution agreement will be determined before the close of the Community Justice Forum.

The purpose of the program is aimed at repairing harm caused by a criminal act.

A Community Justice Forum allows victims to:

- ◆ gain healing and closure
- ◆ tell the offender(s) how they feel
- ◆ participate in how the harm be repaired
- ◆ have the matter resolved quickly

A Community Justice Forum allows offenders to:

- ◆ face the consequences of their actions quickly
- ◆ recognize how they have harmed others
- ◆ verbally apologize to the victim(s)
- ◆ provide reparation for the harm they have caused
- ◆ possibly be forgiven and start the process of rebuilding trust

Average turn around time for referrals from date of referral to signing the Resolution Agreement at the Forum is 50 days.

**PROGRAM STATISTICS April 1, 2003 - March 31, 2004:
2002/2003**

	Nanaimo	Duncan	Combined	
205	Total Referrals (Individuals)	258	17	275
198	Police Referred (258)			
7	Crown Referred (0)			
87	Forums Held	133	7	140
576	Forum Participants	1,082	101	1,183
24	Returned Files	31	3	34
88	Contracts Signed	200	9	209
137	Successful Completions	244	5	249
1	Partial Completions	1	1	2
\$2,111.73	Financial Restitution Assigned	\$5,216.17	\$500.91	\$5,717.08
\$1,264.71	Financial Restitution Collected	\$4,312.51	\$123.75	\$4,442.26
136	Volunteer Facilitator Hours	108.5	0	108.5
1,424	Community Work Hours Assigned	2,253	230	2,483
979	Community Work Hours Completed	2,788	5	2,793
113	Active Caseload Carried Forward to April	97	8	105

*Each forum could include multiple offenders

OFFENSE TYPES REFERRED

Break and Enter	Theft Under \$5,000
Possession of Stolen Property	Assault
Mischief Under \$5,000	Mischief to Vehicles
Possession of a narcotic	Wilful Damage
Arson	Uttering Forged Documents
No Drivers Licence/Hit and Run	Fraud
Uttering Threats	Counterfeit Currency
Take Auto without Consent	Robbery with Violence
Theft Over \$5,000.00	Internet Slander
Public Mischief	Weapons Possession
Production of Marihuana	Attempt theft from a vehicle
Communication for the purpose of prostitution	Assault with a weapon
Mischief to School Property	
Neighbourhood Dispute	

RESOLUTION COMMITMENTS

Apology	Abide by family curfew
Progress/Counselling	Community Service
Attend Anger Management Program	Essay
Abide by School Contract	Financial Restitution
Ride Along with RCMP member	Attend Adapt
Abide by School Contract	School Presentation
Ban from Store	Tour of RCMP Detachment
Financial Donation	Attend school regularly
Weekly visit with victim	Schedule meeting with ICBC
Participate in Family time	Abstain from Drugs
Write an article about Restorative Justice	
Participate in Fireworks Safety Education	

BUSINESS INVOLVEMENT

Overwaitea Food Groups	Costco
Walmart	Real Canadian Superstore
Zellers	London Drugs
The Bay	Thrifty Foods
Sears	
Quality Foods	
Fairway Market	
Urban Planet	
Ardene's	

COMMUNITY SERVICE PLACEMENTS:

Woodlands School	SPCA (Nanaimo and Duncan)
Salvation Army Furniture Store	Individual Victims (Nanaimo and Duncan)
Georgia Avenue School	Parents
Nanaimo Recycling Exchange	Wellington School
Dover Bay School	5 Acres School
John Barsby Secondary	Cairnsmore Place

PROGRAM PRESENTATIONS

Duncan RCMP
 Malaspina College Classes
 Chamber of Commerce
 Individual college students researching Restorative Justice programs for essays and/or reports.

- Board Members and staff hosted a Restorative Justice Luncheon during Restorative Justice Week. Judge Justine Saunders was guest speaker.
- Randy Munro and Jim Graham, Board Members Barbara Rumney, volunteer and Violet Smith attended a Fundraising event at Woodgrove Mall.

We continue to participate in the CJFAST data collection and submit the statistics to Ottawa monthly. North Cowichan/Duncan stats have been included.

The implementation of the New Youth Criminal Justice Act (Bill C-7) in April 2003 includes more use of Restorative Justice initiatives under the section of Extrajudicial Measures giving police officers more discretion in dealing with young offenders.

****NOTE**** All new RCMP to the Nanaimo Detachment must meet with the Program Coordinator for orientation of the Restorative Justice Program in Nanaimo.

Thank-you to all the volunteers who have participated in the program and dedicated their time and commitment to the Restorative Justice Program. Community participation is an integral component of Restorative Justice programs and all who become involved are ambassadors of Restorative Justice.

Thank you to all who have contributed financially to this program.

A special thanks to all the Nanaimo Region John Howard Society Board of Directors for your continued support of this initiative and ongoing commitment to Involving the Community in Criminal Justice and Crime Prevention.

I would also like to acknowledge and thank all the RCMP Officers in Nanaimo and North Cowichan/Duncan who have participated in the Restorative/Community Justice Forum Program.

OBJECTIVES 2004/2005

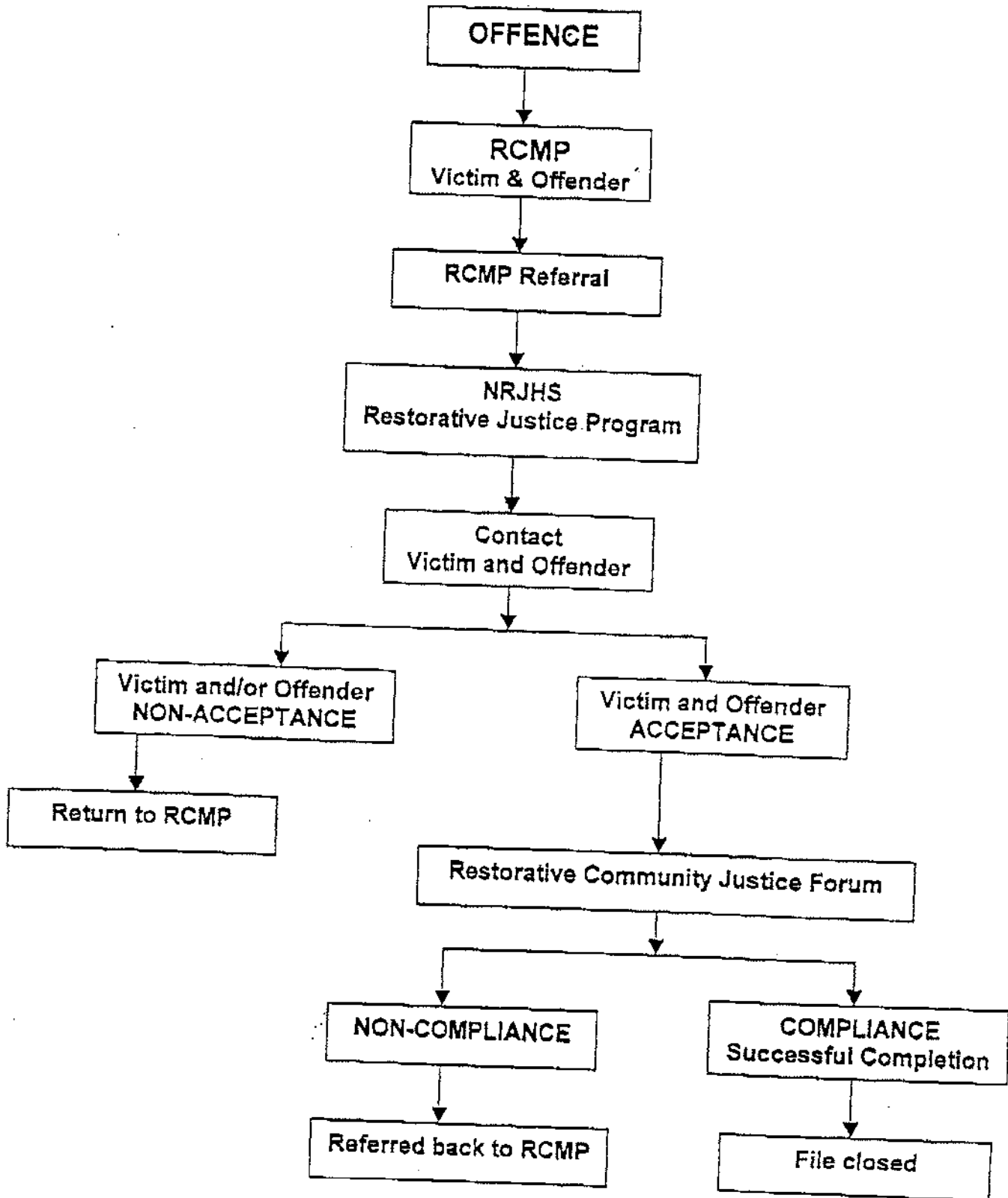
- Expansion to Gabriola Island RCMP
- Targeted Facilitator Training (2 per year)
- Stabilize funding
- Assistance beyond the region in establishing Restorative/Community Justice Forum programs as time permits.
- Continue developing Corporate sponsors
- Continue Community awareness

MEASURABLE GOALS AND OBJECTIVES

- Participant satisfaction evaluations
- Increased RCMP referrals
- Increased community volunteer interest
- 98% successful compliance

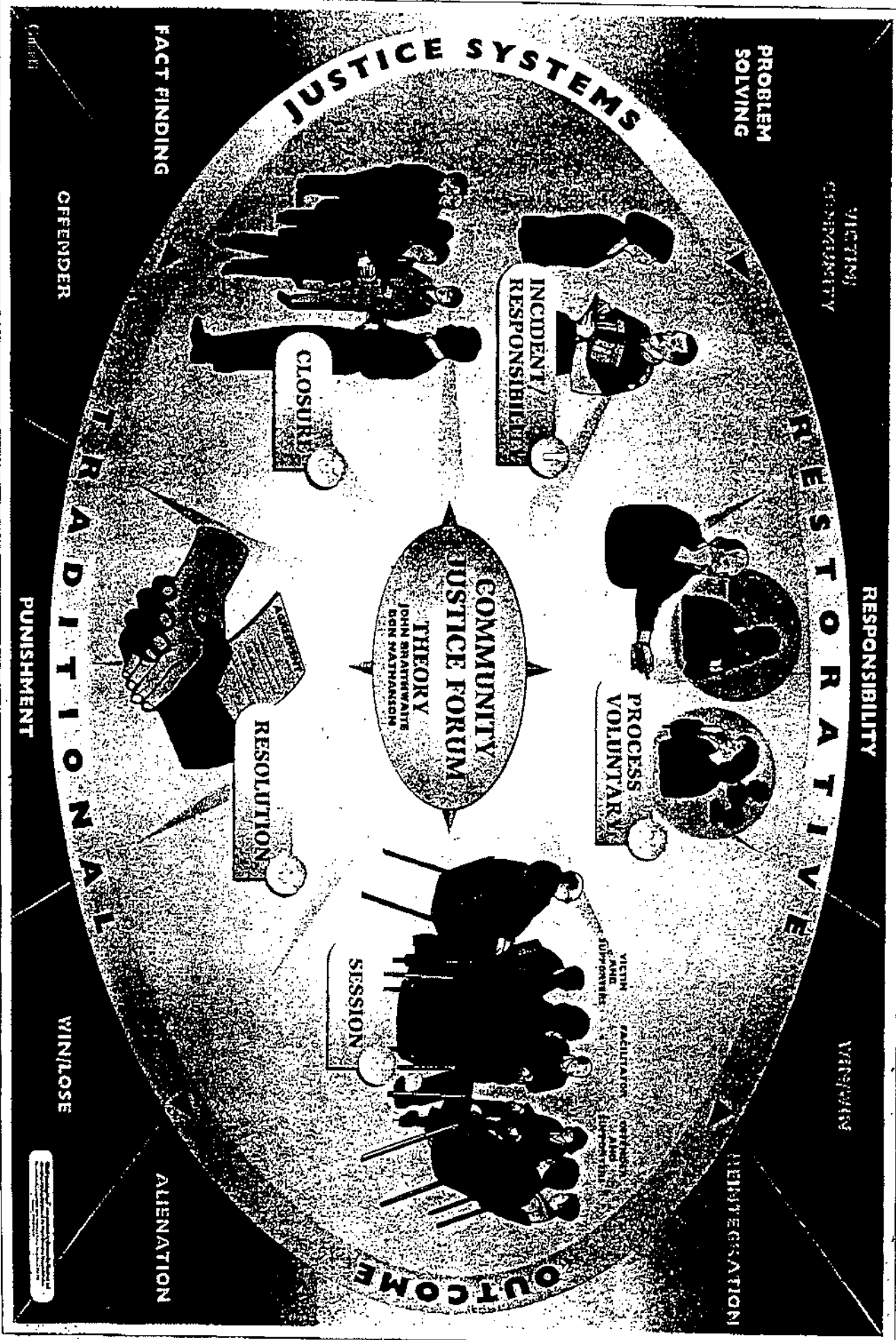
NANAIMO REGION JOHN HOWARD SOCIETY

Restorative Justice Program



British Columbia Government
Ministry of Justice
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COMMUNITY JUSTICE FORUM



Nanaimo Restorative / Community Justice Forum

Approved Operator's Budget:

Revenue:

City of Nanaimo / RCMP	\$ 50,000
<i>(Greater Nanaimo Regional District)</i>	<i>(5,000)</i>
Found Income / Donations	2,000
<u>Gaming</u>	<u>5,000</u>
Totals:	\$ 62,000

Expenditures:

Administration	\$ 4,800
Audit	300
Insurance	120
Maintenance	240
Office Supplies	360
Payroll:	
Benefits <i>(Benefits)</i>	2,700 <i>(300)</i>
Employer Costs <i>(Employer Costs)</i>	2,700 <i>(300)</i>
Program Staff <i>(Program Staff)</i>	34,120 <i>(3,800)</i>
Relief	1,200
Program Purchases	300
Program Support	2,400
Rent / Office and Conference Room <i>(Rent / Office and Conference Room)</i>	5,400 <i>(600)</i>
Staff Development	300
Telephone	720
Travel / Meetings	800
Utilities	240
<u>Volunteers</u>	<u>300</u>
Totals:	\$ 62,000

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, FEBRUARY 1, 2005, AT 7:00 PM IN THE RDN BOARD CHAMBERS

Present:

Director L. McNabb	Chairperson
Director H. Kreiberg	Electoral Area A
Director G. Lund	Electoral Area B
Director E. Hamilton	Electoral Area C
Alternate	
Director H. Webster	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director J. Chase	Electoral Area G
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director L. Sherry	City of Nanaimo
Director R. Cantelon	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

B. Lapham	General Manager of Development Services
C. Mason	General Manager of Corporate Services
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Avery	Manager of Financial Services

CALL TO ORDER

The Chairperson welcomed Alternate Directors Webster and Chase, and introduced Alternate Director Heenan who was seated in the audience.

PRESENTATION

Review of Five Year Financial Plan.

The General Manager of Development Services introduced the Financial Plan Review presentation.

The Manager of Financial Services presented an overview of assessment and tax rate scenarios as they influence the District's budget process.

The General Manager of Corporate Services presented year end highlights of the proposed 2005 Annual budget including budget items presented to the Board in November 2004, recent adjustments to service levels and outstanding funding decisions.

MOVED Director Holdom, SECONDED Director Westbroek, that the Nanaimo and Area Land Trust's request for funding in the amount of \$30,000 be included in the 2005 Annual budget as a regional parks operating budget item.

MOVED Director Webster, SECONDED Director Kreiberg, that this item be postponed until such time as NALT can make another presentation to the Board for clarification on their request for funding.

DEFEATED

The question was called on the main motion.

The motion was DEFEATED.

MOVED Director Holdom, SECONDED Director Cantelon, that \$18,000 for improvements to the downtown exchange and \$30,000 for a downtown transit study be added to the Southern Community Transit budget.

CARRIED

MOVED Director Holdom, SECONDED Director Webster, that the Board consider the Nanaimo and Area Land Trust's request for \$30,000 in funding if NALT presents a more current detailed budget.

CARRIED

The Manager of Financial Services reviewed the 2005 Annual budget assessment changes by jurisdiction, the impact of new construction on Electoral Area tax revenues for 2005 and the 2005 budget overall change summaries by jurisdiction.

The General Manager of Development Services presented the five year financial plan 2006 highlights and 2007-2010 major initiatives for the building inspection, bylaw enforcement, community planning and emergency planning budgets.

The General Manager of Environmental Services presented the five year financial plan 2006 highlights and 2007-2010 major initiatives for the liquid waste, solid waste, engineering and water utilities budgets.

The General Manager of Community Services presented the five year financial plan 2006 highlights and 2007-2010 major initiatives for Oceanside Place, Ravensong Aquatic Centre, D69 recreation coordinating, southern community recreation, regional parks, southern community transit, D69 community bus and regional growth management budgets.

The General Manager of Corporate Services presented the five year financial plan 2006 highlights and 2007-2010 major initiatives for the electoral areas, general administration, E-911 and fire department budgets.

MOVED Director Cantelon, SECONDED Director Westbrook, that the 2005 – 2010 Financial Plan be forwarded for public consultation as presented.

CARRIED

ADJOURNMENT

MOVED Director Westbrook, SECONDED Director Cantelon, that this meeting terminate.

CARRIED

TIME: 8:37 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, FEBRUARY 8, 2005, AT 7:00 PM
IN THE RDN BOARD CHAMBERS

Present:

Director L. McNabb	Chairperson
Director H. Kreiberg	Electoral Area A
Director G. Lund	Electoral Area B
Director E. Hamilton	Electoral Area C
Director D. Haime	Electoral Area D
Alternate	
Director H. Webster	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director J. Chase	Electoral Area G
Alternate	
Director D. Heenan	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director L. Sherry	City of Nanaimo
Director T. Krall	City of Nanaimo
Director B. Holdom	City of Nanaimo
Alternate	
Director D. Tyndall	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo

Also in Attendance:

B. Lapham	General Manager of Development Services
C. Mason	General Manager of Corporate Services
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Avery	Manager, Financial Services
D. Trudeau	Manager, Liquid Waste
N. Tomn	Recording Secretary

DELEGATIONS

Ceri Peacey, re Hamilton Marsh – Area F.

Ms. Peacey provided a verbal and visual presentation on Hamilton Marsh and the need to protect the area from development which would destroy the ecological and biological balance this marshland provides to the District.

Cyndy Jefferies, Nanaimo Area Land Trust, re Operational Funding.

Gail Adrienne reviewed and circulated updated budget information to the Committee members and reviewed the five service areas provided by NALT within the Regional District.

Annette Tanner, Western Canada Wilderness Committee, re RDN Parks Plan Revision.

Ms. Tanner raised her concerns that a parks plan and vision for the future cannot be addressed until all possibilities for conservation and parks within the Regional District of Nanaimo are brought to the table and mapped, as only 2% of Vancouver Island lands are presently protected against over development. Ms. Tanner also requested that the Board put forward a resolution to the upcoming AVICC convention which addresses the importance of preserving crown land in the area.

MINUTES

MOVED Director Westbrook, SECONDED Director Krall, that the minutes of the Committee of the Whole meeting held January 11, 2005 be adopted.

CARRIED

COMMUNITY SERVICES

RECREATION & PARKS

Renewal of Licence of Occupation for Parkland (Oakdowne Road) in Area H.

MOVED Director Sherry, SECONDED Director Westbrook, that the renewal of a 10-year Licence of Occupation from Land and Water BC Inc. for the community park located at Oakdowne Road in Electoral Area 'H', be approved.

CARRIED

Englishman River Regional Park – Application to Develop Road Allowance – Area F.

MOVED Director Biggemann, SECONDED Director Tyndall, that the Regional District apply to the Ministry of Transportation for permission to use and develop Middlegate and Rawlins Road allowances for the purpose of creating trail access to Englishman River Regional Park for walkers, cyclists and equestrians.

CARRIED

Horne Lake Regional Park Operations Update.

MOVED Director Sherry, SECONDED Director Holdom, that the revised timeline for completing actions leading to a long-term plan and public-private operating and development agreement for Home Lake Regional Park be received.

CARRIED

Renewal of Trail Use Licence for Arrowsmith Trail.

MOVED Director Hamilton, SECONDED Director Biggemann, that the Regional District renew the Trail Use Licence for the section of the Arrowsmith Trail located on Weyerhaeuser private land.

CARRIED

Recreation Facilities and Sportsfields Usage Survey Results.

MOVED Director Westbrook, SECONDED Director Krall,:

1. That the 2004 survey results be received for information and applied to the respective 2005 Annual Budgets.
2. That alternative funding formulas be reviewed as part of the renewal process of the Recreation Facilities and Sportsfield Services Agreements in District 68 and 69.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Regional Services Review – Phase II Final Report.

MOVED Director Krall, SECONDED Director Kreiberg, that the Consultant Report on the Phase II Service Review be received for information.

CARRIED

Review of Tax Requisition Allocation Methods for Recreation Services.

MOVED Director Westbrook, SECONDED Director Sherry, that the Board consider revising the District 69 recreation services cost sharing model to a blended 50% assessment / 50% population approach commencing in the 2006 taxation year.

CARRIED

Police Support Services Establishing Bylaw No. 1421.

MOVED Director Biggemann, SECONDED Director Webster, that this item be deferred for one month.

CARRIED

Electoral Area Election and By-Election Funding Policy.

MOVED Director D. Haime, SECONDED Director Hamilton, that the report on the funding of Electoral Area elections and by-elections be received for information.

CARRIED

Bow Horn Bay Fire Protection Service Agreement – Big Qualicum Hatchery.

MOVED Director Holdom, SECONDED Director Westbrook, that the Chairperson and General Manager, Corporate Services, be authorized to execute a fire protection service agreement with the Department of Fisheries – Big Qualicum Hatchery on behalf of the Bow Horn Bay Fire Department as presented.

CARRIED

FINANCE

Security Issuing Bylaw No. 1420 – City of Parksville Roadworks.

MOVED Director Longmuir, SECONDED Director Westbrook,:

1. That “Regional District of Nanaimo (City of Parksville) Security Issuing Bylaw No. 1420, 2005” receive first three readings.
2. That “Regional District of Nanaimo (City of Parksville) Security Issuing Bylaw No. 1420, 2005” having received first three readings be adopted and forwarded as required to the Ministry of Community, Aboriginal and Women’s Services for a certificate of approval.

CARRIED

HOSPITAL

Short Term Temporary Borrowing Resolution.

MOVED Director Sherry, SECONDED Director Krall, that a short term borrowing authority to a maximum of \$2,000,000 in the form of the resolution attached, be adopted.

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Piper's Inn Pub Lease Agreement Extension.

MOVED Director Krall, SECONDED Director Sherry, that the lease agreement for the Piper's Inn Pub (Lot 2, Plan 7504, District Lot 51, Wellington Land District) be approved.

CARRIED

French Creek Pollution Control Centre Dewatering Upgrade.

MOVED Director Sherry, SECONDED Director Westbrook, that the Regional District of Nanaimo award supply of a centrifuge for the FCPCCC dewatering upgrade for the amount of \$322,070 to Alfa Laval.

CARRIED

SOLID WASTE

Organics Diversion Strategy.

MOVED Director Sherry, SECONDED Director Longmuir, that the Board approve the Organics Diversion Strategy for general distribution and posting to the RDN web site.

CARRIED

Landfill Gas Collection System Expansion – FCM Grant Agreements.

MOVED Director Sherry, SECONDED Director Hamilton, that the Board approve the execution and delivery of the Grant Agreement with the Federation of Canadian Municipalities including the Project and Transfer Agreement with the Green Municipal Corporation.

CARRIED

UTILITIES

Mid Vancouver Island Habitat Enhancement Society – Request for Letter of Support.

MOVED Director Westbrook, SECONDED Director Longmuir, that the Board direct staff to provide a letter of support for the Mid Vancouver Island Habitat Enhancement Society's Community Watershed Stewardship Pledge program.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

MOVED Director Holdom, SECONDED Director Westbrook, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held January 12, 2005 be received for information.

CARRIED

Intergovernmental Advisory Committee.

MOVED Director Krall, SECONDED Director Sherry, that the minutes of the Intergovernmental Advisory Committee meetings held January 13 and January 27, 2005 be received for information.

CARRIED

Transit Business Plan Update Select Committee.

MOVED Director Krall, SECONDED Director Brennan, that the minutes of the Transit Business Plan Update Select Committee meeting held January 27, 2005 be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Hamilton Marsh – Area F.

Director Westbrook requested that the Parks Plan Review Committee review the information provided by the delegation regarding the protection of Hamilton Marsh.

Parks Plan Revision.

Director Westbrook requested that an inventory of crown land and sensitive ecosystems with detailed maps be brought forward as part of the Parks Plan Review Committee's report to the Board.

ADJOURNMENT

MOVED Director Sherry, SECONDED Director Krall, that this meeting terminate.

CARRIED

TIME: 8:07 PM

CHAIRPERSON

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Suite 60
10551 Shellbridge Way
Richmond
British Columbia
Canada V6X 2W9
604.270.8226
Fax 604.270.9116
ubcm@civicnet.bc.ca

IMPORTANT NOTICE - UBCM RESOLUTIONS

TO: UBCM MEMBERS
FROM: Richard Taylor, Executive Director
DATE: February 21, 2005
RE: 2005 RESOLUTION PROCESS

REGIONAL DISTRICT OF NANAIMO	
FEB 25 2005	
CHAIR	GMCMS
CAO	GMC'S
	GMDS
	GMES

This material is designed to assist you in preparing your resolutions and to clarify the procedures employed by the UBCM Resolutions Committee in categorizing resolutions for the UBCM Convention. We urge all elected officials and staff to review the attached information.

In recent years the Resolutions Committee, in response to delegate feedback, set firm goals to complete debate on all resolutions. This goal was achieved for the fourth straight year at the 2004 Convention. Completion of debate on all resolutions remains a standing goal of the UBCM Resolutions Committee, as does increasing attendance at Convention policy sessions.

Delegate feedback from 2004 indicates that although improved attendance was evident at last year's Convention, attendance levels at resolutions sessions continue to be of primary concern to members. In response to this concern, the Resolutions Committee will again be sending out an additional memo to Councils and Boards later this Spring, stressing the importance of good policy debate and encouraging communities to ensure that at least one local government representative is always present at resolution and policy sessions to vote and to introduce and speak to sponsored resolutions once the Chair has introduced them to the floor.

In addition, in preparation for the 2005 Convention, the Resolutions Committee will investigate means of further improving resolutions handling at Convention. The aim will be to handle debate, amendments and the introduction of resolutions "off the floor" in the most efficient manner possible in order to ensure that adequate discussion occurs on all resolutions once again in 2005.

We hope our ongoing efforts to improve the resolutions process at Convention meet with your approval and we thank you for your continued feedback and suggestions on resolution and policy sessions.

We look forward to seeing you in September.

PROCEDURES FOR SUBMITTING RESOLUTIONS TO UBCM

1. DEADLINE FOR RESOLUTIONS

All resolutions must be received in the UBCM office by:

June 30th, 2005

[The deadline is set by UBCM Bylaws - s. 14(a)]

2. SUBMISSION TO AREA ASSOCIATIONS

UBCM encourages all members to submit their resolutions to their respective Area Association for consideration prior to Convention. The Resolutions Book will indicate whether or not the resolution has been endorsed, not endorsed or not presented to the Area Association.

If your Area Association deadline has now passed, resolutions can be submitted directly to UBCM before the deadline.

3. SUBMISSION REQUIREMENTS

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

- one copy of the resolution;
- the resolution should not contain more than **TWO** recital ("whereas") clauses;
- background documentation must accompany each resolution submitted, explaining the nature of the problem or concern.

Sponsors should be prepared to speak to their resolutions on the Convention floor (as the resolutions will not be "read" to the delegates by the Resolutions Committee). Resolutions should address topics that are of local government concern province-wide.

NOTE: THE UBCM MUST RECEIVE A HARD COPY OF ALL RESOLUTIONS, PREVIOUSLY FAXED OR EMAILED TO THE UBCM OFFICE, FOR CONSIDERATION BY THE DEADLINE DATE FOR RESOLUTIONS - JUNE 30TH.

(It is very helpful if an electronic copy of your resolution is forwarded to the UBCM office at the time a hard copy submission is made, email to ubcm@civicnet.bc.ca)

4. RESOLUTIONS COMMITTEE CONSIDERATION

UBCM policy provides for the separation of resolutions into **three** sections. The following guidelines shall be used in determining the appropriate section in which a resolution shall be placed:

- a. **SECTION A** shall contain resolutions of importance to local government that have not previously been debated at the Convention.
- b. **SECTION B** shall be divided into three parts:
 - Part I - Resolutions to be Considered as a Block. These resolutions include:
 - previously considered and endorsed resolutions;
 - resolutions in keeping with the UBCM policy; or
 - other major previously approved policy papers/ documents.

• Part II and Part III - Resolutions For Individual Consideration. These resolutions include:

- resolutions on topics not previously considered;
- previously considered but not endorsed resolutions;
- topics of local or regional significance;
- topics of national significance and recommended, as appropriate, for consideration by FCM.

*The resolutions committee has discretion in classifying Section B resolutions for Individual Consideration as:

- Part II: those issues considered within the jurisdiction of local government.
- Part III: those resolutions on matters of interest to local communities that are considered not within the jurisdiction of local government.

Resolutions under Part II and Part III that have not been debated by the Convention will be submitted to the Executive for appropriate action [note that the recommendation is printed in the Resolutions Book] and the sponsors advised of the Executive action.

SECTION B resolutions will only be considered after all SECTION A resolutions have been completed.

SECTION B resolutions will be dealt with on the Convention floor in the order in which they appear in the Resolutions Book.

- c. SECTION C shall contain resolutions that have been consolidated or grouped with other resolutions under SECTIONS A or B. Therefore, C resolutions will not be discussed on the floor of the Convention. C resolutions that have been referred to Regional District Day and the Small Talk Forum come forward to the floor of the Convention on Friday and the full membership has an opportunity to consider their recommendations.
- d. The Resolutions Committee shall combine resolutions on similar or related topics wherever possible. This is often done in the form of policy papers. For example, Section C resolutions pertaining to the same topic area are often incorporated into a policy paper or report that will be discussed at the Convention. (ie. *Environment Action Plan*).

5. RESOLUTIONS RECEIVED AFTER THE DEADLINE

Resolutions received after June 30th are not printed in the Resolutions Book and can only be admitted for debate by special motion during the Convention. The criteria for determining what is deemed to be an emergency can be found under item c (as listed below).

- a. Resolutions submitted following the expiry of the regular deadline shall comply with all other submission requirements and be forwarded to the UBCM by the Friday noon preceding the date of the Annual Conference (Sept. 23, 2005).
- b. Resolutions received after the June 30th deadline shall be examined by the Resolutions Committee and shall be separated into the following categories:
 - **Emergency** resolutions recommended to be placed before the Convention for Plenary discussion.
 - **Late** resolutions not recommended to be admitted for Plenary discussion.
- c. **Emergency** resolutions are deemed appropriate for discussion only if the topic is such that it has arisen since the regular deadline date for submission of resolutions.

- d. **Emergency** resolutions shall be available for discussion after all **SECTION A** resolutions printed in the Resolutions Book have been debated but not before the time printed in the Convention Program.

6. RESOLUTIONS PROCEDURES

The membership adopted a number of amendments to improve the resolutions sessions and increase the time available for debate. These procedures will continue in 2005:

1. The process for introducing 'B' resolutions will not require each individual resolution to be moved and seconded for introduction to the floor. 'B' resolutions will be introduced as a block to the floor and then discussion will commence on each of the resolutions.
 - *This procedure increases the time available for debate by removing the requirement to have each 'B' resolution moved for consideration.*
2. A category of "**emergency**" resolutions has been established. **Emergency** resolutions would only include issues that have emerged after the June 30th deadline and would be recommended to be admitted for debate. Late resolutions not classified as **emergency** (therefore not admitted for debate) would be carried over to next year, and would be referred to the Area Associations for a recommendation.
 - *By creating this category of "emergency" resolutions the membership is made aware that only resolutions of urgency are deemed appropriate for debate. By referring late resolutions that are not classified as emergency to the next year's Convention, members are ensured that these issues are not lost. These resolutions will also be forwarded to the relevant Area Association for consideration to ensure the broader membership has an opportunity to make a recommendation.*
3. Previously considered and endorsed "B" resolutions are placed into a separate block and moved as a block to avoid repetitive debate on issues that continue to be brought forward and endorsed each year. The Chair will allow exemptions so individual resolutions can be withdrawn from the block for discussion.

7. OTHER MATTERS AFFECTING RESOLUTIONS HANDLING

The Resolutions Committee has indicated that:

- it will continue colour coding the covers of policy documents to assist members in identifying which policy matters are being dealt with at different times during the Convention;
- it will be very strict in adhering to the guidelines and will make every effort to ensure that sponsors' resolutions are clear and concise.
- it will endeavour to consider all resolutions submitted (as per guidelines) during the time allocated at the 2005 Convention.

Members should be aware that the above policies are not exhaustive but are in addition to the UBCM Bylaws and to the "Conference Rules and Procedures for Handling of Resolutions" that are adopted each year by the Convention.

8. ATTACHMENTS

- 1) Model Resolution
- 2) Guidelines for preparing resolutions to be presented at the UBCM Convention.

MODEL RESOLUTION

SHORT TITLE

Sponsor's Name

WHEREAS

AND WHEREAS

THEREFORE BE IT RESOLVED that

PLEASE NOTE:
the specifics of
punctuation.

(Note: A second "operative" clause, if it is absolutely required, should start as follows:

AND BE IT FURTHER RESOLVED that

GUIDELINES ON PREPARING RESOLUTIONS FOR UBCM

INTRODUCTION

Outlined below are guidelines to be used in the preparation of a resolution to the UBCM.

THE CONSTRUCTION OF A RESOLUTION

All resolutions contain a preamble and operative clause. The **preamble** describes the issue and the **operative** clause outlines the action being requested. The resolution should answer the following three questions:

- What's the problem?
- What's causing the problem?
- What's the best way to solve the problem?

Preamble:

The preamble commences with a recital, "WHEREAS" clause. Each clause is a separate but concise paragraph providing information as to the nature of the problem or the reason for the request. The preamble should not contain more than two "WHEREAS" clauses.

The preliminary clauses should clearly and briefly set out the reasons for the resolution. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be more fully stated in supporting documentation.

Operative clause:

The "operative clause" begins with the words "THEREFORE BE IT RESOLVED". This clause should be as short as possible and it must clearly describe the action being requested.

The operative clause of the resolution must clearly set out its intent, stating a specific proposal for action by the UBCM. The wording should leave no doubt as to the action being requested and be appropriate to the problem outlined in the preamble.

HOW TO DRAFT A RESOLUTION FOR UBCM

1. *The language of a resolution should be simple, action oriented and free of ambiguous terms.*

A resolution that contains well-chosen words will receive the greatest understanding and will, most likely, succeed in achieving its goal.

2. *Each resolution should embody only one single specific subject.*

Since your community seeks to influence attitudes and actions, the resolution should directly state the desired action. Persuasive communication is unlikely if the audience does not have a clear idea of what action is being requested.

3. *Council or Board resolutions submitted to UBCM should be accompanied by factual information.*

Even the most perfectly constructed resolution, at times, fails to clearly indicate the intent of the action being requested. Where possible a resolution should be

accompanied by background information to ensure that the "intent" of the resolution is understood.

Two methods to enhance the clarification of the "intent" of the resolution are:

i. **Supplementary Information:**

The inclusion of a short memo (two paragraphs) from the author, which puts into perspective the background that gave rise to the presentation and eventual adoption of the resolution by local government.

- ii. If a report on the subject matter was presented to council/board in conjunction with the resolution, then a copy of the report should accompany the resolution. If it is not possible to send an entire report, then the essential background information should be extracted and sent with the resolution.

Resolutions submitted without adequate background documentation/ information may delay consideration of the resolution until the sponsor has been consulted and material provided outlining the intent of the resolution.

4. *Resolutions should be properly titled.*

A title will assist in identifying the intent of the resolution and, furthermore, eliminate the possibility of misinterpretation.

A title is usually determined from the "operative clause" of the resolution. For ease of printing in the "Resolutions Book" and for clarity of intent, a title should not comprise more than three or four words.

5. *Resolutions should contain accurate legislative references.*

The local government who is sponsoring the resolution should ensure that the jurisdictional responsibility has been correctly identified (e.g. ministry or department within the federal or provincial governments).

When references are made within a resolution to particular legislation and responsible ministry, the local government should ensure that the correct Act has been identified.

6. *Resolutions should deal with issues that are province-wide.*

It is important to ensure that the issue identified in the resolution is relevant to other local governments across the province. This will provide for proper debate on the issue and assist UBCM in effectively representing your concern to the provincial/ federal government on behalf of all BC municipalities and regional districts.



REGIONAL DISTRICT OF NANAIMO	
FFR - 3 2005	
CHAIR	GMCrs
	GMCrs
CAO	GMDS
	GMES
COW ✓	

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

DATE: February 2, 2005

FROM: C. Mason
General Manager, Corporate Services

FILE:

SUBJECT: Police Support Services Establishing Bylaw No. 1421

PURPOSE

To consider establishing a new function to provide ongoing financial support to community based volunteer organizations delivering police support services.

BACKGROUND

At the Regional Services Review Seminar held on December 7, 2004, the Board was presented with options for establishing a new function which would enable electoral areas to provide funding to community based volunteer organizations.

2003 Municipal Expenditures on Policing Support Services

Table with 3 columns: Municipality, Grants, Grant per person. Rows include Nanaimo, Parksville, Qualicum Beach, and Total.

*source: Peter Adams Report
December 7, 2004

A new regional service for District 69 Electoral Areas was examined which could provide funding support to agencies such as restorative justice, victims' assistance, citizens on patrol, community policing, auxiliary policing, speed watch and other crime prevention activities.

ALTERNATIVES

- 1. That the Board establish a new function with Electoral Areas E, F, G & H as the participants to provide annual funding to community based volunteer organizations which provide policing support services.

2. That the Board establish a new function with the City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G & H as the participants to provide annual funding to community based volunteer organizations which provide policing support services.
3. That the Board not establish a policing support function and refer all requests from volunteer community policing organizations to the Grants-in-Aid Committee for consideration.

FINANCIAL IMPLICATIONS

Alternative #1

The first alternative suggests that the Board establish a policing support function in Electoral Areas E, F, G & H. The proposed function would provide ongoing funding to community policing organizations. Staff are recommending that an amount of \$23,880 be requisitioned (based on the municipal per capita rate of \$1.16). The following table shows the annual cost on a \$200,000 home based on the cost allocation method of assessment, population, or 50/50 split :

Annual Cost Based on a \$200,000 Home			
Jurisdiction	Option 1 Assessment	Option 2 Population	Option 3 50/50
Electoral Area E	\$1.46	\$1.00	\$1.24
Electoral Area F	\$1.46	\$1.88	\$1.68
Electoral Area G	\$1.46	\$1.84	\$1.64
Electoral Area H	\$1.46	\$1.24	\$1.34

Some Board members have raised the concern that assessment is not a good mechanism of taxation when a service is delivered to people and not property. While the majority of services provided by the Regional District are funded by assessment, for this function a tax requisition based on population or population/assessment split may be a more appropriate taxation model.

Alternative #2

The second alternative suggests that the Board establish a policing support function with the participants being the City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G & H. The proposed function would provide ongoing funding to community policing organizations. Staff are recommending that an amount of \$43,890 be requisitioned (based on the municipal per capita rate of \$1.16). The following table shows the annual cost on a \$200,000 home for each participant based on the cost allocation method of assessment, population, or 50/50 split:

Annual Cost Based on a \$200,000 Home			
Jurisdiction	Option 1 Assessment	Option 2 Population	Option 3 50/50
City of Parksville	\$1.46	\$1.62	\$1.54
Town of Qualicum Beach	\$1.46	\$1.24	\$1.34
Electoral Area E	\$1.46	\$1.00	\$1.24
Electoral Area F	\$1.46	\$1.88	\$1.66
Electoral Area G	\$1.46	\$1.84	\$1.64
Electoral Area H	\$1.46	\$1.24	\$1.34

Alternative #3

The third alternative would have no financial implications as all requests for funding from volunteer community policing organizations would continue to be referred to the Grants-in-Aid Committee

CONCLUSIONS

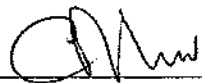
Staff have been requested to prepare a bylaw for consideration by the Board which would enable Electoral Areas E, F, G and H to provide funding to volunteer police support organizations. Currently, the only funding available for these organizations is through the grants-in-aid process which is also funded by the municipalities. These funds may only be used for capital projects and are not permitted for operational costs.

Given that the municipalities of Parksville and Qualicum Beach currently provide funding independently to volunteer policing support organizations and also participate jointly in the grants-in-aid process, there may be an advantage to consolidating these activities within one sub-regional function. This would ensure that there is no duplication of grant funding by different jurisdictions. A bylaw has been prepared that includes the municipalities and four electoral areas within District 69 into one function – the costs are as laid out in alternative two with a property tax formula based on a recovery of 50% assessment and 50% population.

If the two municipalities and four electoral areas wish to maintain independent decision making on this funding support, alternative one should be supported which would only proceed with Electoral Areas E, F, G, and H as participants. The bylaw presented will require the assent of the electors of the participating areas as well as the approval from the Inspector of Municipalities. In accordance with Board Policy A1.4, staff propose utilizing the alternative approval process (counter petition).

RECOMMENDATION

1. That the Board establish a new function with the City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G & H as the participants to provide annual funding to community based volunteer organizations which provide policing support services.
2. That "Regional District of Nanaimo Police Support Service Establishment Bylaw No. 1421, 2005" be introduced and read three times, be forwarded to the Inspector of Municipalities for approval, and proceed to the alternative approval process to obtain elector consent.



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1421

**A BYLAW TO ESTABLISH A SERVICE FOR
THE SUPPORT OF POLICE SUPPORT SERVICES**

WHEREAS, under Section 796 of the *Local Government Act*, a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of providing assistance to support community volunteer organizations delivering police support services for the purpose of benefiting the community or an aspect of the community;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;

AND WHEREAS the approval of the electors in each participating area has been obtained under Section 801.3 of the *Local Government Act*.

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

1. **CITATION**

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Police Support Services Establishment Bylaw No. 1421”.

2. **SERVICE**

The service established by this bylaw is the provision of assistance to community volunteer organizations delivering police support services for the purpose of benefiting the community or an aspect of the community, to be known as the “Police Support Services “ (the “**Service**”).

3. **BOUNDARIES**

The boundaries of the Service Area are the boundaries of the City of Parksville, Town of Qualicum Beach, and Electoral Areas ‘E’, ‘F’, ‘G’ and ‘H’ (the “**Service Area**”).

4. **PARTICIPATING AREAS**

The “**Participating Areas**” are the City of Parksville, Town of Qualicum Beach, and Electoral Areas ‘E’, ‘F’, ‘G’ and ‘H’.

5. **COST RECOVERY**

As provided in Section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (c) revenues raised by way of agreement, enterprises, gift, grant or otherwise.

6. **MAXIMUM REQUISITION**

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

- (a) Forty Three Thousand Eight Hundred and Ninety (\$43,890.00) Dollars, or;
- (b) the product apportioned by obtaining:
 - (i) one-half on the basis of the converted value of land and improvements of the participating Electoral Areas; and
 - (ii) one-half on the basis of the population of the participating Electoral Areas.

Introduced and read three times this ____ day of February, 2005.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2005.

Received the approval of the Electors by the Alternative Approval Process this ____ day of _____, 2005.

Adopted this ____ day of _____, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO	
FEB 28 2005	
CHAIR	GMCmS
	GMCrs
CAO	GMS
	GMS
<i>Coelli</i>	

MEMORANDUM

TO: Neil Connelly
General Manager of Community Services

DATE: February 25, 2005

FROM: Tom Osborne
Manager of Recreation and Parks

FILE: 2240 20 EXT

SUBJECT: Extension and District Recreation Commission Services Agreement

PURPOSE

To provide information and a recommendation regarding the renewal of an Agreement with the Extension and District Recreation Commission.

BACKGROUND

The Extension and District Recreation Commission currently provides direct recreation and parks services to the community in Electoral Area 'C'. Services that the Commission provides include the operation of a community hall and the scheduling and maintenance of a sport field in Extension that is owned by the Commission. In addition, they maintain the adjacent School District 68 field and exterior grounds on behalf of the Regional District who has a separate agreement with the School District for this purpose.

The Agreement expired on December 31, 2004 and is required to be renewed.

ALTERNATIVES

1. Approve renewal of the Agreement with the Extension and District Recreation Commission.
2. Not approve an extension of the Agreement with the Extension and District Recreation Commission.

FINANCIAL IMPLICATIONS

The 2005 Annual Budget provides for the transfer of \$9,000 to the Commission for the provision of the services outlined in the agreement.

SUMMARY

The existing agreement with the Extension and District Recreation Commission expired on December 31, 2004 therefore renewal of the agreement is required. The Commission provides recreation and parks services for the community of Extension, which includes operation of a community hall and field maintenance and scheduling.

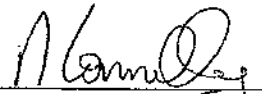
The agreement provides for the transfer of \$9,000 over a two-year term for the provision of these services.

RECOMMENDATION

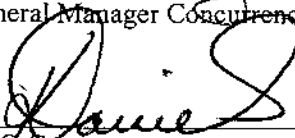
That the Agreement with the Extension and District Recreation Commission be renewed for a two-year term from January 1, 2005 until December 31, 2006.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO
SERVICES AGREEMENT**

THIS AGREEMENT made the ___ day of _____, 2005.

BETWEEN:

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

(hereinafter called the "Regional District")

AND:

Extension and District Recreation Commission
c/o Brenda Shaw, President
670 Muzzwell Hill Road
Nanaimo, BC V9X 1G2

(hereinafter called the "Commission")

NOW THIS AGREEMENT WITNESSETH:

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Regional District and the Commission covenant and agree each with the other as follows:

1. Services

The Regional District wishes the Commission to provide the Services described in Schedule "A" (the "Services") and the Commission agrees to provide the Services for and on behalf of the Regional District.

2. Term

The Commission will provide the Services during the period (hereinafter called the "Term") commencing on January 1, 2005 and ending December 31, 2006.

3. Payment

The Regional District will pay the Commission as full payment for the Services, the amount set out in Schedule 'B' at the times and in the manner therein set out.

SCHEDULE "A"

SCOPE OF WORK

The Commission shall provide the Services as outlined below:

Recreation and Parks services to the community of Extension and Electoral Area "C".

SCHEDULE "B"

FEES & EXPENSES

The Regional District of Nanaimo shall make an annual payment of \$9,000 to the Commission on April 15th.



REGIONAL DISTRICT OF NANAIMO	
FEB 28 2005	
CHAIR	GMCrs
	GMCrs
CAO	GMDS
	GMES
Col	
DATE: February 25, 2005	

MEMORANDUM

TO: Tom Osborne
Manager of Recreation and Parks

DATE: February 25, 2005

FROM: Jeff Ainge
Parks Supervisor

FILE:

SUBJECT: Regional Parks and Trails Plan 2005-2015

PURPOSE

To seek Board approval of the Regional Parks and Trails Plan (2005-2015).

BACKGROUND

The Regional Board at its May 11, 2004 regular meeting endorsed the Regional Parks Plan Review project Terms of Reference and the process for retaining a qualified Project Consultant to undertake the Plan Review. Following a public Request For Proposals, Lanarc Consultants Ltd. of Nanaimo was retained and the project commenced in June 2004.

The purpose of the project was to prepare an updated Regional Parks and Trails Plan that will define the future direction, policies, priorities, and actions for the Regional District of Nanaimo in the short and long term. The Regional Parks and Trails Plan is a strategic plan that will provide the basic framework that will shape and guide RDN Parks and Trails for the next 10 years (2005-2015).

The original Regional Parks System Plan was approved by the Board and by the Province in 1995 as the Official Regional Park Plan for the region under the *Park (Regional) Act*. In October 1998, the Board approved a Regional Parks Acquisition Program in principle for the 1999 - 2005 period. It was undertaken following the provision of an expanded budget in March 1998 with an emphasis on trail development for Regional Parks. There was also the recognition of the need for an acquisition program to move the Regional Parks function forward in future years.

While staff anticipated the updated Plan would address, amongst other things, the need to develop and maintain the existing regional parks and trails, what became clear during the project was public support for increasing the Regional District's role in securing additional lands for parks, and the need to protect land from development pressures.

A copy of the updated Plan is provided under separate cover and the Executive Summary is attached to this report.

Consultation

A large component of the process, both in terms of effort and time was spent on consultation. There were four key consultative components of the review process: the RDN Select Committee, public meetings and presentations, stakeholder contact, and a public questionnaire.

1. The RDN Board established a Select Committee comprised of four Regional District Directors to guide the Plan review and development process. The Committee met formally five times to review strategies, results of key tasks and draft material.
2. A total of five public meetings were conducted in two rounds. Each meeting consisted of an open house with information displays with members of the Select Committee, staff and consulting team available to discuss and answer questions, and a presentation. Three meetings were held in September, one each at Lighthouse Community Centre (north), Oceanside Place (central) and Cedar Heritage Centre (south). The purpose was to inform the public about the regional parks and trails system, introduce the Plan review purpose and process, highlight the questionnaire, and to get initial input on priorities. About 30 people in total attended the meetings.

Two more public meetings were held in early December, one at Oceanside Place (north and central) and the other at Nanaimo Aquatic Centre (central and south). The purpose was to present the results of the public questionnaire, and to discuss key elements of the draft Plan as it was being developed. Almost 70 people attended in total

The presentation outlined the following key elements:

- ♦ Vision and Goals for the System;
- ♦ Park and Trail Classification Scheme;
- ♦ Representation (and gap analysis) in the System;
- ♦ Park Acquisition priorities;
- ♦ Park Management and Development priorities;
- ♦ Trail management and development priorities;
- ♦ Roles and responsibilities;
- ♦ Funding; and
- ♦ Naming regional parks.

Input at both sets of meetings was instrumental in defining and refining the key components and priorities for the next ten years. Those who attended the public meetings were generally supportive of the regional parks and trails system, but were concerned at the level of current funding allocated to further regional park and trail acquisition. Many participants emphasized the urgency in acquiring lands for future parks before opportunities disappear. Given the perception that the Province is divesting itself of Crown land at a rapid rate, several participants encouraged the RDN to voice their concern, calling for a stop to the further sale of Crown lands.

3. As a point of contact with the residents of the RDN, a questionnaire was circulated from August 15, 2004 to October 15, 2004 that asked about regional park and trail use, and sought opinions about the current state and future priorities for the system. Copies were distributed at the RDN's offices, at the first set of public meetings in September, and as an online form on the RDN's website where residents could submit their responses directly. Access to the online questionnaire was included in notices and press releases. A total of 145 questionnaire responses were received, along with several letters and emails received from individuals in response to the questionnaire or information provided at the public meetings.

4. The terms of reference also called for consultation with a variety of agencies and organizations. This occurred in the following ways:
 - ♦ Representatives of 74 agencies, committees and organizations were initially contacted by letter to inform them of the review, the questionnaire, and upcoming public meetings in September.
 - ♦ The consulting team met or spoke by telephone with 16 representatives from 10 agencies and organizations to get their perspective on, and any concerns regarding, the regional park and trail system. A preliminary concept map of the future parks and trails system was instrumental in these discussions. Input from these meetings was a major source in defining roles, relationships and potential partnerships in this Plan.
 - ♦ These agencies and organizations were also sent the draft Plan electronically for review and comment, several of which provided valuable feedback.

Vision and Goal Statements

A vision and goal statements are proposed in the new Plan. Building from the previous Regional Parks and Trails Plan and from public from input, the proposed *vision* for the RDN's Regional Parks and Trails for the next 10 years is a system that:

- ♦ Secures, protects and stewards lands and water features of environmental significance and wildlife habitat value;
- ♦ Provides rewarding outdoor recreational opportunities;
- ♦ Fosters education and appreciation of the Region's natural environment; and
- ♦ Enhances livability for the current and future residents of the RDN.

The proposed *goal* of the RDN is to secure for all time a system of regional parks and trails that:

- ♦ Represents key landscapes and ecosystems of the Region;
- ♦ Encompasses unique natural, historic, cultural and archaeological features;
- ♦ Assists in protecting watersheds and important habitats as part of the RDN's broader land use planning mandate;
- ♦ Promotes the enjoyment and appreciation of regional parks and trails in a manner that assures their qualities are unimpaired for generations to come;
- ♦ Provides education and interpretation of the Region's natural features;
- ♦ Links components within the system as well as with other parks and trails in the Region and adjacent Regional Districts;
- ♦ Provides opportunity to all RDN residents to access and enjoy regional parks and trails; and
- ♦ Assists the economy of the Regional District by attracting tourists and generating revenue, as appropriate, to support the parks and trails system.

Operational and Management Priorities

The Plan addresses management priorities for regional parks and trails over the next 10 years. It identifies nine sites as priorities for future Park acquisition as well as several priorities for future trail establishment and development. It also identifies priorities for new bridges and the need for refits or replacement of existing bridges in the trails system.

The Plan recognizes a variety of participants in developing and managing the regional parks and trails system, and presents policies for fostering these relationships and expanding opportunities for partnerships. In addition, a series of stewardship policies is presented to ensure that acceptable standards of environmental protection, risk management, operation and maintenance are applied to enhance the character, quality and safety of regional parks and trails.

With respect to funding, the Plan acknowledges that to date, regional park acquisition and major capital items have been funded entirely by the eight electoral areas. Operational costs are shared by the electoral areas and the four municipalities under the Regional Parks Service Agreement. Given the public priority on acquisition evidenced through the public questionnaire and meetings, budget allocations and funding sources for acquisition need to be reconsidered. There are several acquisition funding options that the Plan recommends be investigated over the next 10 years, including Municipal Involvement, Development Cost Charges, Donations and other means of public or private support, and an Acquisition Fund (similar to that instituted by the Capital Regional District).

In terms of operational funding, the Plan recommends committing additional funds to support additional summer workers starting in 2005 to assist staff in organizing and operating programs in both regional and community parks and trails. It further recommends establishing a staff position responsible for coordinating and supporting volunteer programs in regional and community functions commencing in 2006. A Regional Parks and Trails Committee is proposed to act as an advisory body and advocate for the regional park and trail system. In preparation for this staff will generate and present options to the Regional District Board regarding the structure, membership and mandate of this Committee.

ALTERNATIVES

1. That the Regional Parks and Trails Plan 2005-2015 be approved as a document to guide the acquisition and development of the Regional District's Regional Parks and Trails function.
2. To not approve the Regional Parks and Trails Plan 2005-2015 and reconvene the Regional Parks Plan Review Select Committee to make revisions as directed to the Plan.

FINANCIAL IMPLICATIONS

1. The RDN's five-year financial plan for 2005-2010 projects an annual 2% increase in tax requisition for regional park/trail acquisition and capital items. Starting in 2005 with an allocation of \$153,000, the annual allocation for acquisition would grow to just under \$169,000 by 2010. If the same projection was extended to 2015, the annual allocation by that point would be about \$186,500. However, from 2005 to 2007, this acquisition allocation along with all surplus funds from previous years is fully committed to complete the purchase of Descanso Bay Regional Park and the RDN's portions of the acquisition of Little Qualicum River Estuary Conservation Area and Englishman River Regional Park, along with necessary construction and upgrades of trail bridges. This means that no funds are available for new acquisitions until 2008, when by current projections and after other capital items, about \$72,000 per year becomes available for new acquisitions. The RDN will be in no position to offer even seed or contributory funds should opportunities arise before 2008; thereafter, its contribution is small relative to the cost of land purchases. Given the public priority on acquisition evidenced through the public questionnaire and meetings, the RDN needs to reconsider its budget allocations and funding sources for acquisition while ensuring sufficient operational funding is available to properly maintain a growing regional park and trail system.

There are several options detailed in the Plan for increasing the RDN's acquisition funding that are proposed to be pursued over the next 10 years. The Plan also recommends in 2005, for the RDN to examine the range of options for involving the four municipal governments in contributing to land acquisitions for parks, from individual partnerships in specific acquisitions where a municipality has a direct interest in lands outside its boundaries, to revising the Regional Parks Function to include municipal members as full participants.

2. Should the plan not be approved in March 2005, the Annual Budget will need to be amended accordingly to provide for additional resources to make any significant changes or amendments.

INTERGOVERNMENTAL IMPLICATIONS

A number of Provincial ministries were consulted as part of the Plan process. Staff from several ministries met with the consulting team and provided useful information. The issue of Crown land, and the role of the Ministry of Sustainable Resource Management along with Land and Water BC Inc. in inventorying and marketing Crown land became a focal topic during the Plan process. The Plan recommends that the Regional District work with the appropriate ministries and agencies to accurately map and inventory Crown land in the region, and investigate acquisition or tenure opportunities for parks or trails.

The Plan includes policy statements regarding working closely, and where possible collaborating, with other ministries and agencies such as BC Parks, Sustainable Resource Management, and Transportation to provide for expanded park or trail opportunities.

Other levels of government, such as Federal, Municipal, neighbouring Regional Districts, and First Nations are all included as having potential for partnerships in regional park or trail acquisition and management. The involvement of the four municipalities in potentially funding the acquisition of land will require further discussion by the Regional Board later in 2005.

CITIZEN IMPLICATIONS

There were many opportunities for public consultation and involvement throughout the Plan process. While the project budget did not allow for a larger scale household telephone or direct mail survey, RDN staff and consultants were creative in attempting to provide opportunities for as many people as possible to participate in the project.

In addition to representatives of user groups (such as hiking and cycling clubs) attending meetings and providing responses to the questionnaire, special interest groups (such as environmental groups) provided input and challenged the Plan to have a higher environmental protection focus.

While the regional park system is able to provide protection of representative landscapes and habitats (for example a riparian area or a coastal foreshore) it is neither practical nor affordable to use the parks system to turn all current undeveloped land into park. The Regional Parks and Trails Plan can however work in concert with other land management and planning tools, such as the Regional Growth Strategy, Development Permit Areas and Electoral Area Official Community Plans, to involve developers and residents in planning for sustainable growth and green space protection.

The Plan does include several policies and action items designed to provide for increased volunteer involvement and active stewardship of parks and trails. The participation of user groups, community organizations, and conservation organizations are all encouraged. To facilitate this increased community involvement, a new staff position to coordinate volunteer field projects is proposed.

SUMMARY

In the Regional District of Nanaimo, the regional parks and trails system plays an important role in protecting the rich diversity of natural and cultural landscapes and providing for outdoor recreation, thereby enhancing the quality of life for present and future residents of the region. Building from the previous 1995 Regional Parks System Plan, the purpose of this Regional Parks and Trails Plan is to define the future direction, policies, priorities and actions for the Regional District over the next 10 years (2005-2015).


Opportunities for the public to participate in the Plan process were provided by way of open houses, on-line and hard- copy questionnaires, various print, online and television media releases. Copies of the draft Plan were available at all public libraries in the Region, as well as being available on-line and at RDN offices. Extensive stakeholder consultation was undertaken with over 70 agencies, organizations and ministries contacted.

The Plan addresses management and operational priorities for regional parks and trails over the next 10 years. It identifies nine sites as priorities for future Park acquisition as well as several priorities for future Trail establishment and development. It also identifies priorities for a new services and staff positions, as well as new trail bridges, and recommends that new funding approaches be reviewed at the Board level.

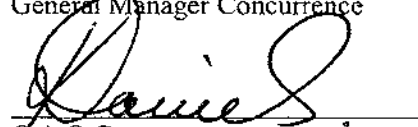
RECOMMENDATION

That the Regional Parks and Trails Plan 2005-2015 be approved as a document to guide the acquisition and development of the Regional District's Regional Parks and Trails function.


Report Writer


Manager Concurrence


General Manager Concurrence


C.A.O Concurrence

COMMENTS:

Regional Parks & Trails Plan 2005-2015 (8 pages)

Executive Summary

In the Regional District of Nanaimo, the regional parks and trails system plays an important role in protecting the rich diversity of natural and cultural landscapes and providing outdoor recreational experiences, thereby enhancing the quality of life for present and future residents of the Region.

Building from the previous 1995 Regional Parks System Plan, the purpose of this Regional Parks and Trails Plan is to define the future direction, policies, priorities and actions for the Regional District over the next 10 years (2005-2015).

In this Plan, the "regional" parks and trails system refers to those parks and trails that are secured and administered by the Regional District of Nanaimo (the RDN); it does not include parks, trails and protected areas managed by municipal, provincial and national governments in the Region. Furthermore, this Plan addresses the RDN's regional park and trail function, which is distinct from the community park functions that the RDN supports in each of the Electoral Areas.

At the same time, regional parks and trails should not be managed in isolation of these other park, trail and protected area systems. This Plan tries to move towards greater harmonization of environmental and recreational goals among all the levels of parks and protected areas.

The Plan Review Process

The review and revision of the Regional Parks and Trails Plan was conducted in four phases: 1. Analysis of the Current System; 2. Outreach – Gauging the Demand; 3. Plan Development & Review; and 4. Finalizing the Plan.

The review process included four key consultative components: the RDN Regional Parks and Trails Select Committee; five public meetings and presentations; consultation through letters, emails, and meetings with a variety of stakeholders; and a public questionnaire. The public questionnaire gathered information about use of the regional parks and trails and asked for opinions on future acquisition and management priorities. Highlights of the 145 responses received are presented in Attachment 1, and the complete survey summary is provided in Appendix A.

The Current Regional Parks and Trails System

The Regional Parks and Trails system has grown from two small parks in 1995 to eight regional parks totaling almost 450 hectares and over 60 km of regional trail (Box 1; also see Map 1 "Regional Parks and Trails System").

Each electoral area except Area C has a regional park, and regional trail

Box 1 (electoral area location noted in brackets)

Existing Regional Parks	Existing Regional Trails
Beachcomber Regional Park (E)	Arrowsmith Historic Trail (C,F)
Benson Creek Falls Regional Park (D)	Big Qualicum River Trail (H)
Descanso Bay Regional Park (B)	Lighthouse Country Trail (H)
Englishman River Regional Park (G)	Morden Colliery Trail (A)
Horne Lake Regional Park (H)	Parksville-Qualicum Link (G)
Little Qualicum River Estuary Regional Conservation Area (G)	Top Bridge Trail (G)
Little Qualicum River Reg'l Park (F)	Trans Canada Trail (C)
Nanaimo River Regional Park (A)	

development has occurred in five of the eight electoral areas. Significant bridge projects to link sections of trail have also been undertaken over the last several years.

Vision and Goals

Building from the previous Regional Parks and Trails Plans and public input, the vision for the RDN's Regional Parks and Trails for the next 10 years is a system that:

- Secures, protects and stewards lands and water features of environmental significance and wildlife habitat value;
- Provides rewarding outdoor recreational opportunities;
- Fosters education and appreciation of the Region's natural environment; and
- Enhances livability for the current and future residents of the RDN.

The goals of the RDN are to secure for all time a system of regional parks and trails that:

- Represents key landscapes and ecosystems of the Region;
- Encompasses unique natural, historic, cultural and archaeological features;
- Assists in protecting watersheds and important habitats as part of the RDN's broader land use planning mandate;
- Promotes the enjoyment and appreciation of regional parks and trails in a manner that assures their qualities are unimpaired for generations to come;
- Provides education and interpretation of the Region's natural features;
- Links components within the system as well as with other parks and trails in the Region and adjacent Regional Districts;
- Provides opportunities to all RDN residents to access and enjoy regional parks and trails; and
- Assists the economy of the Regional District by attracting tourists and generating revenue, as appropriate, to support the parks and trails system.

Management and Acquisition Priorities

The Plan (Chapters 7 and 8) addresses management priorities for existing regional parks and trails over the next 10 years. It also identifies nine sites as priorities for future Park acquisition as well as several priorities for future Trail establishment and development (Box 2). It also identifies priorities for new bridges and needs for refits or replacement of existing bridges in the trails system.

Box 2 (electoral area location noted in brackets)

French Creek corridor (G)	E&N Right of Way (all but B)
Gainsburg Swamp (H)	Descanso to Drumbeg (B)
Hamilton Marsh (G)	Heritage trail system (all)
Horne Lake Reg'l Park addition (H)	Horne Lake historic (H)
Little Mountain/ Morison Creek (F)	Lantzville Foothills (D,E)
Mt. Arrowsmith Massif (C)	Qualicum Beach to Bowser (G, H)
Mt. Benson/Westwood Ridges (C)	Variety of other trail linkages
Nanaimo Fire Suppression Camp (A)	New Bridges:
The Notch (E)	Top Bridge – Top Bridge Trail
	Nanaimo River – Trans Canada Trail
	Benson Creek – Benson Creek Falls RP
	Nile Creek – Lighthouse Country Trail
	Nanaimo River – Morden Colliery Trail

Roles, Relationships and Partnerships

The Plan (chapter 9) recognizes a variety of participants in developing and managing the regional parks and trails system, and presents policies for fostering these relationships and expanding opportunities for partnerships (Summary Table 1 attached).

Stewarding Regional Parks and Trails

The Plan (chapter 10) presents a series of stewardship policies to ensure that acceptable standards of environmental protection, risk management, operation and maintenance are applied to enhance the character, quality and safety of regional parks and trails (Summary Table 2 attached).

Service Levels

Figure 1 shows proposed changes in staffing in the Recreation and Parks Department to address the growth in both regional and community parks/trails functions over the next 10 years:

- Starting in 2005, two summer students will be hired to assist staff in organizing and operating programs in both regional and community parks and trails.

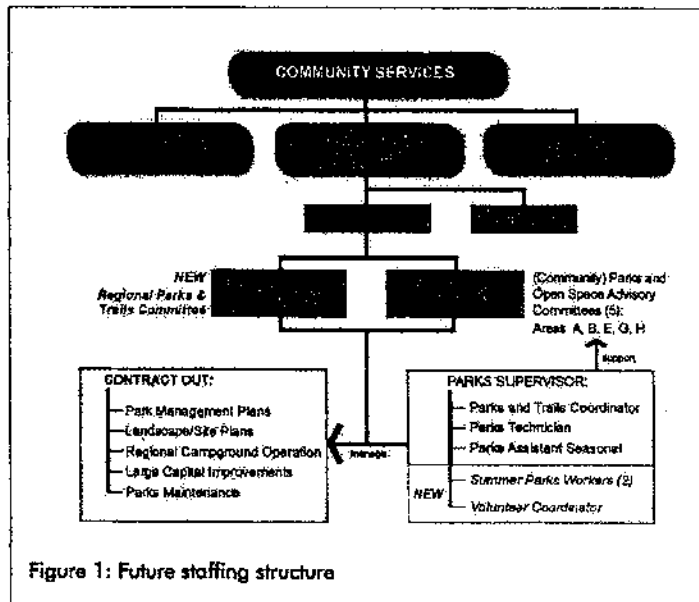


Figure 1: Future staffing structure

- A new staff "field" position will be created for coordinating and supporting volunteer programs in both regional and community functions.
- A Regional Parks and Trails Committee is proposed, to act as an advisory body and advocate for the regional park and trail system. In preparation, staff will generate and present options to the Regional District Board regarding the structure, membership and mandate of this Committee.

Funding

To date, regional park acquisition and major capital items have been funded entirely by the eight electoral areas. Operational costs are shared by the electoral areas and the four municipalities under the Regional Parks Service Agreement.

Given the public priority on acquisition evidenced through the public questionnaire and meetings, the RDN needs to reconsider its budget allocations and funding sources for acquisition. There are several acquisition funding options that will be pursued over the next 10 years (Box 3).

Box 3: Acquisition Funding Options

Municipal Involvement	The RDN will examine the range of options for involving the four municipal governments in contributing to land acquisitions for parks. In collaboration with the four municipal governments, the RDN will seek partnership arrangements that serve both municipal and regional interests in acquiring future regional parks.
Development Cost Charges	The RDN will examine the potential for instituting DCCs for future regional park and trail acquisition.
Donations	<p>The RDN will:</p> <ul style="list-style-type: none"> • promote the fact that tax receipts can be issued for monetary donations towards regional parks and trails. • continue to work with volunteers and community groups to promote donations to fund specific projects, such as bridge construction, in the regional parks and trails system. • examine the creation of a Regional Parks and Trails Endowment Fund that would accept donations towards development, operation and maintenance of the system. • explore the establishment of a Commemorative Giving Program to support specific infrastructure and facilities in regional parks and trails.
Acquisition Fund	The RDN will explore the potential for establishing a Regional Parks and Trails Acquisition Fund similar to the Acquisition Fund established by the Capital Regional District.

In terms of operational funding, the RDN will commit additional funds to support additional summer workers starting in 2005 and a future Volunteer/Field Coordinator.

Implementation

Chapter 12 summarizes implementation of the management priorities for existing and acquisition priorities for future parks and trails, as well as other key action items, on the basis of short, medium and long-term timeframes.

Summary Table 1: Policies for Partnerships in the Regional Parks and Trails System

<p>Provincial Government</p>	<p>Crown Lands: The RDN will work with Land and Water BC to:</p> <ul style="list-style-type: none"> • Finalize a comprehensive and accurate inventory of Crown lands within the Regional District. • Look at all Crown lands collectively to identify the RDN's interests in these lands for park and trail purposes, and to determine the best methods for meeting those purposes, be that through long-term tenure, Crown Grant, access agreements, acquisition through future development, or purchase. <p>The RDN will also consult with the Ministry of Sustainable Resource Management when identifying Crown land for future regional park acquisition to ensure that there is no conflict with existing provincial land use plans.</p> <p>Provincial Parks: Whenever a regional trail is proposed that would provide access to a provincial park, the RDN will work with Parks staff within the Ministry of Water, Land and Air Protection to:</p> <ul style="list-style-type: none"> • Identify the most appropriate site for accessing the park. • Determine the nature of the interface with the park – e.g., whether cyclists and/or horse riders can continue onward within the park or would have to stop and access the park on foot. • If need be, divert the main regional trail around the park, with access to park trails provided for limited uses. <p>The RDN will also explore co-management arrangements with provincial Parks staff that make most effective use of limited resources, where future regional and provincial parks may be adjacent.</p> <p>Ecological Reserves: The RDN will avoid routing trails to or through Ecological Reserves in future trail planning, to help to protect their sensitive ecological features and habitats.</p> <p>Old Growth Management Areas: The RDN will work with the Ministry of Sustainable Resource Management to:</p> <ul style="list-style-type: none"> • Find out where OGMA's are being considered or designated. • Collaborate in planning and developing regional parks and trails to take advantage of OGMA's where it is beneficial to the goals of this Plan and the OGMA program. <p>Highways/Rights-of-way: The RDN will continue to work in cooperation with the Ministry of Transportation in planning and developing regional trails within provincial road rights of way. The RDN will also continue to negotiate with MOT to acquire the Nanaimo Fire Suppression Camp property.</p>
<p>Federal Government</p>	<p>Fisheries and Oceans: The RDN will work with DFO to:</p> <ul style="list-style-type: none"> • Plan, develop and manage the Big Qualicum River Trail in a manner that is compatible with DFO's activities along the River. • Acquire the property at the entrance to Home Lake Regional Park. <p>National Defence: The RDN will work with DND to define a satisfactory access agreement for use of a trail to Wallis Point. The RDN will also continue to partner with DND in park and trail projects.</p>
<p>First Nations</p>	<p>The RDN recognizes that future parks and trails proposed in this Plan may be subject to land claim negotiations between First Nations and the federal and provincial governments.</p> <p>The RDN is committed to working with the three First Nations in the Regional District to:</p> <ul style="list-style-type: none"> • Promote and encourage an understanding of First Nations issues and culture through appropriate interpretation (e.g., signage and programs) within the Regional Parks and Trails system; • Find common goals in securing lands for regional parks and trails where the interests of the First Nations and the RDN coincide. <p>Proposed trails that may affect First Nations Reserve lands are subject to the willing agreement and partnership of the related First Nation.</p>

Summary Table 1: Policies for Partnerships in the Regional Parks and Trails System
(CONTINUED)

Municipalities	<p>RDN Parks staff is committed to working with their municipal counterparts in ensuring continuity between the regional trail system and municipal trail networks.</p> <p>The RDN will seek partnerships with the four municipal governments in contributing to acquisitions for regional park lands.</p> <p>As part of partnerships with municipalities in future park acquisition, the RDN will be open to shared park development and management where the municipality expresses a desire and ability to do so.</p>
Neighbouring Regional Districts	<p>The RDN is committed to working with its neighbouring Regional Districts to:</p> <ul style="list-style-type: none"> • Provide continuity among their respective parks and trails systems; and • Explore opportunities for co-management of contiguous regional parks and trails.
Forest Companies	<p>The RDN will continue to work cooperatively with forest companies in the following ways:</p> <ul style="list-style-type: none"> • Through the development and renewal of access agreements for regional trails across forest lands. • By providing information to the public about the nature of these agreements, the fact that the areas that the trails access are managed for forestry, and that the surrounding landscape and the route itself may change as a consequence. • By working with the forest companies to find routes that are accessible and minimize impacts on both forest practices and trail use; and • By endeavouring to meet with staff from the forest companies on an annual basis to review logging plans and coordinate the above activities.
Other Landowners	<p>The RDN will continue to work cooperatively with private landowners along and adjacent to regional parks and trails.</p>
Woodlot Operators	<p>The RDN will continue to develop working relationships with owners and operators of woodlots adjacent to regional parks and trails.</p>
Conservation Organizations	<p>The RDN will continue to create and foster partnerships with conservation organizations in meeting the goals of the Regional Parks and Trails system and regional conservation.</p>
Community Organizations & User Groups	<p>The RDN will continue to work with its existing community and user group partners in the planning and management of regional parks and trails. We will also endeavor to expand these partnerships to a wider range of organizations to meet the objectives of this Plan.</p> <p>The RDN will work over the next few years with the Alpine Club of Canada and Federation of Mountain Clubs of BC, and in collaboration with the Albemarle Regional District and the Province, to establish a park on the Mt. Arrowsmith massif.</p>
Volunteers	<p>The RDN will create a new Parks staff position that focuses on "field" projects and the coordination of volunteer programs throughout both regional and community parks and trails systems.</p>
Corporate Supporters	<p>The RDN will continue to work with its existing corporate supporters, and seek new ones to further support capital projects, acquisitions and facility development in the regional parks and trails system.</p>
Educational Institutions	<p>The RDN will endeavor to develop relationships with School District 68 and 69 and Malaspina University-College in working towards common priorities in outdoor recreation and education programs.</p> <p>The RDN will explore the interest of Malaspina University-College in supporting the regional trail system through their woodlot.</p>

Summary Table 2: Regional Park and Trail Stewardship Policies

Regional Park and Trail Management Plans	<p>A Regional Park or Trail Management Plan will be approved and adopted by the Regional Board for each regional park/trail. A Management Plan will be completed before any significant development of new or upgraded facilities and services occurs.</p> <p>Development of Management Plans will include public involvement in accordance with the RDN's "Coordinated Public Consultation/Communication Framework".</p> <p>Regional Park and Trail Management Plans will be reviewed and revised as needed to accommodate new information, opportunities and change in direction.</p>
Park Zoning	<p>Regional Park Management Plans will employ park use zones to define areas having different levels of protection and public use, to protect the ecological integrity and special environmental and cultural features of a park, and to reduce conflicts between protection and public use.</p>
Environmental Protection	<p>The RDN will apply the "Environmental Best Management Practices for Urban and Rural Land Development in BC" (MWLAP, 2004), as it is updated from time to time, in planning facilities and managing operations in regional parks and trails.</p> <p>The RDN will also continue to work with its environmental and conservation partners in complementing the RDN's operational and management functions with the science- and conservation-based expertise of these organizations.</p>
Risk Management	<p>The RDN will design and maintain park facilities and improvements to optimize public safety, reduce exposure to liability, and enhance the public's recognition of natural hazards. This will be carried out with sensitivity to the natural character and quality of experience within the park and trail environment.</p> <p>The RDN will also employ the measures set forth in its Park Inspection Policy to implement risk management in its regional parks and trails.</p> <p>Emergency Planning: The RDN will incorporate an Emergency Plan in Regional Park and Regional Trail Management Plans.</p> <p>Hazard Trees: The RDN will establish guidelines for management of hazard/wildlife trees in regional parks and trails.</p> <p>Park Reserves: Park land that is acquired with few or no improvements will be held in reserve until a management plan is prepared and adopted for the site. In public plans and information, the RDN will be clear about which regional park properties are being held in reserve until such time as the resources are available to develop a management plan and build the facilities needed to ensure public safety and environmental protection.</p>
Interface Fires	<p>The RDN will undertake Interface Fire Risk Assessments as part of the emergency planning component of Regional Park Management Plans where needed, to determine a cost effective program for maintenance and risk assessment in the particular regional park.</p>
Regulation	<p>The RDN will regulate inappropriate behavior and damaging activities through the Park Use Bylaw No. 1399. The Bylaw will be implemented in a variety of ways:</p> <ul style="list-style-type: none"> • The RDN and its park operators will promote understanding and respect of the regulations as a priority over strict enforcement. • The RDN will attempt to establish good neighbourly relationships with residents adjacent to parks and trails in order to encourage monitoring assistance. • The RDN will develop volunteer steward programs that assist in promoting awareness and monitoring activities in parks and trails.
User Fees	<p>The RDN will not charge fees for entry, parking or general use of regional parks and trails. Fees will be considered for specific services on an at-cost operational basis and or to assist in offsetting associated capital costs for park and trail infrastructure.</p>
Facilities and Improvements	<p>The RDN will accommodate only those improvements required to support appropriate activities within regional parks and trails. The choice of such improvements will be determined by the park/trail classification and the specific regional park or trail management plan.</p> <p>Standards: The RDN will compile a design standards document that addresses typical improvements in both regional and community parks and trails. All improvements will require the preparation of design details, whether provided by staff, a contractor or volunteers.</p>

Summary Table 2: Regional Park and Trail Stewardship Policies (CONTINUED)

Facilities and Improvements (continued)	'Low-maintenance' Design and Development: The RDN will develop park services and facilities with low maintenance objectives in mind. Park facilities will be designed to reduce the requirement for ongoing maintenance. The RDN will also adopt a "strategic" approach to the development of improvement.
Barrier-free Access	The RDN will attempt to provide barrier-free access within regional parks and trails in high areas and areas close to communities, recognizing the limitations of topography, environmental/cultural/historic sensitivity, and cost.
Signs	The RDN will prioritize sign construction and installation based on type, location, use and need for upgrading. The RDN will also explore ways of utilizing willing and able volunteers in the design and construction of directional and interpretive signs in regional parks and trails. The RDN will review its existing Sign Policy to allow it to design and construct signs in regional parks and trails that respond to the above priorities.
Visitor and Group Use	In keeping with the Park Use Regulation Bylaw, the RDN may allow for the use of a park or trail by an organization or non-profit group for a special event provided that the use is compatible with the purpose and management of the particular site, and the group accepts full responsibility for maintaining and restoring the existing conditions of the site during and after the event.
Commercial Services	In accordance with the requirements of the Park Use Regulation Bylaw, the RDN will allow commercial services that are program-oriented, personal services, such as guided programs or outdoor recreation activity training, and that meet conditions set forth in the Plan.
Information and Promotion	The RDN will allocate resources to improve the information about the regional park and trail system. These resources will focus on improved signage and better maps and accompanying descriptive information provided in brochure format and on-line. To help it determine the most cost-effective use of budget and staff resources, the RDN will develop an information and promotion strategic plan.
Education	The RDN will promote the use of regional parks and trails as educational venues by: <ul style="list-style-type: none"> • Exploring the use of parks and development of curriculum-based programs with School Districts 68 and 69 and Malaspina University-College. • Encouraging proposals from eco-education/tourism operators for programs in parks. • Working with community groups in developing interpretive trails and tours. • Working with the forest companies in developing forestry interpretation signs along trails through their lands.
Volunteer Recognition	The RDN will allocate appropriate resources to recognize volunteer efforts in regional parks and trails through such methods as a Volunteer Awards program and events that celebrate volunteer input and provide opportunities for communications among volunteer organizations.
Pets in Parks	The RDN will assess the need for a "pets in parks" policy in the regional parks and trails system, if and where conflicts over the presence of pets arise. Such a policy would: <ul style="list-style-type: none"> • Focus on current or potential problem areas based on levels of visitor use, reported complaints or input sought from the public. • Would be developed in consultation with park and trail users – both pet owners and otherwise. • Promote education and a 'Code of Conduct'. • Support the delivery of events in communities that focus on responsible dog ownership and activities for owners and their pets. • Include staff training on strategies to deal with difficult circumstances. • Consider designated off-leash parks, trails or areas within them, and the information and facilities that should be provided. • Provide for effective enforcement measures (fines, legal action, etc.).
Park Names	The RDN will consider revising its Parks Naming Policy to address existing or future overlap with the names of provincial parks or other protected sites and areas.



REGIONAL DISTRICT OF NANAIMO	
FEB 28 2005	
CHAIR	GMCMS
	GMCrS
CAO	GMDs
	GMES
<i>[Signature]</i>	

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

DATE: February 28, 2005

FROM: Christina Thomas
Senior Planner, Community Services

FILE: 6780-40-RGCS

SUBJECT: REGIONAL CONTEXT STATEMENT – CITY OF PARKSVILLE

PURPOSE

The purpose of this report is consider the City of Parksville Regional Context Statement (RCS) for "continued acceptance".

BACKGROUND

The City of Parksville Regional Context Statement (RCS) is provided for consideration of "continued acceptance" (see Attachment 1).

Pursuant to the Local Government Act (section 866) municipalities must review their RCS at least once every five years after its latest acceptance by the Board or within two years of the adoption of a new Regional Growth Strategy (RGS) bylaw and, if no amendment is proposed, municipalities must submit their RCS to the Board for its consideration of "continued acceptance". The RDN Board approved the City of Parksville RCS in January of 1999 and adopted a new RGS bylaw on June 10, 2003. Consequently, the City of Parksville has now provided its RCS to the RDN Board for consideration of "continued acceptance".

The City of Parksville RCS continues to fulfill the Local Government Act requirements for RCSs. Specifically, it identifies the relationship between the City of Parksville official community plan (OCP) and the Regional Growth Strategy and how the OCP will be made consistent with the RGS over time.

The City of Parksville RCS does not need to fulfill the new Board approved framework¹ for RCSs as it is not proposing to make any changes to its OCP that require RCS amendments at this time. Rather, it is expected that the next time the City of Parksville amends its OCP it would include amendments to the RCS to match up with the new RCS content requirements.

The Intergovernmental Advisory Committee (IAC) reviewed the City of Parksville RCS at its February 7, 2005 meeting and concurs with the RDN staff recommendation to continue to accept the City of Parksville RCS.

¹ The RDN Board approved a new process and framework for the development of RCSs at its February 10, 2004 meeting as a result of the inclusion of a new policy in the RGS that requires RCSs in municipal and electoral area OCPs. The framework identifies a series of questions to be answered in a RCS for the purpose of establishing the relationship between the RGS and the OCP. It also establishes the sequence of events leading up to RDN Board acceptance of RCSs, including opportunities for IAC review.

ALTERNATIVES

1. Continue to accept the City of Parksville Regional Context Statement.
2. Request the City of Parksville to make amendments to its Regional Context Statement to address specific identified issues.

GROWTH MANAGEMENT IMPLICATIONS

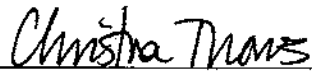
The RCS included in the City of Parksville OCP establishes the link between the RGS and the City's OCP. It describes how the OCP and the RGS are consistent, identifies inconsistencies, and describes how these inconsistencies will be resolved.

SUMMARY

The City of Parksville RCS is provided for consideration of continued acceptance pursuant to the *Local Government Act*. The RCS continues to fulfill its role of describing the linkage between the RGS and the City's OCP.

RECOMMENDATION

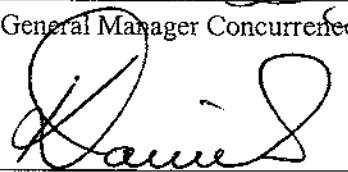
That the Regional District of Nanaimo continue to accept the City of Parksville Regional Context Statement.



Report Writer



General Manager Concurrence



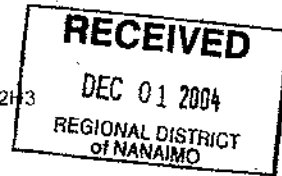
CAO Concurrence

ATTACHMENT 1



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



November 30, 2004

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

ATTENTION: CHRISTINA THOMAS, SENIOR PLANNER

Dear Ms. Thomas:

SUBJECT: OFFICIAL COMMUNITY PLAN REGIONAL CONTEXT STATEMENT

As per the discussions at the November 25, 2004 RDN - Intergovernmental Advisory Committee, please find attached the City of Parksville Official Community Plan Regional Context Statement [Part 6, OCP Bylaw 1370 (pages 112~117)].

The Regional Context Statement is being forwarded for continuation of acceptance as per the terms and conditions of the *IAC Regional Context Statements: Content and Development Process* document and the upcoming statutory deadline of June 2005.

Should you require any additional information or clarification of the above, please feel free to contact the undersigned.

Yours truly,

CHERYL WIRSZ
Assistant City Planner

CW/sh
Attachment - Part 6.0 Context Statement [OCP Bylaw 1370]

GJ/0480-RGM/Thomas-8.

PART 6.0 CONTEXT STATEMENT

(AMENDMENT BYLAW 1050.7)

The provincial *Growth Strategies Act* by amendments to the *Municipal Act* establishes a mechanism to link Official Community Plans (OCP) and the Regional Growth Management Plan. The Regional District of Nanaimo adopted a Growth Management Plan for the Regional District of Nanaimo on 1997-January-14. With adoption of the Regional Plan, the *Municipal Act* requires the City to adopt a "Regional Context Statement" as a part of its Official Community Plan within two years.

The Regional Context statement will:

- define the relationship between the two plans;
- determine the method for achieving compatible or consistent plans over time; and
- indicate when the OCP will be amended; and which issues must be addressed.

In being a partner in the Regional Growth Management Plan, the City has established its commitment in the following goals:

Goals

- To cooperate in managed regional growth by participating in achieving regional wide growth management objectives; and,
- To coordinate planning and development in a regional-wide context.

In order to realize these goals, the City has adopted the following objectives:

Objectives

To cooperate in managed regional growth by participating in achieving region wide growth management objectives.

To anticipate growth by planning for growth and accepting a share of regional growth.

To coordinate City growth management planning initiatives with other organizations and to collaborate with them regarding inter-jurisdictional growth management issues.

To ensure ongoing compliance with future amendments in their consistency with the Regional Growth Management Plan.

Regional Context Statement

1. All policies of the City of Parksville's Official Community Plan are consistent with or complementary to the policies set out in the Regional District of Nanaimo's Growth Management Plan, excepting The Future Development Area designations on Schedule "B" Future Land Use Map, a proposed arterial road alignment shown on Schedule "D-I" the Road Network Plan and general text regarding boundary extension.

The City's Official Community Plan is based on the community goals of "Preservation and Enhancement of the Natural Environment", "Improvement of Transportation Networks", with an emphasis on non-vehicular mode of transport, and "General Management of Growth". The Plan is built upon the concept of sustainability and complete communities.

The Official Community Plan has policies which address; the interface between urban and rural areas and the containment of sprawl, protection of the natural environment, provision of a variety of housing types for a socioeconomically diverse population, the efficient provision of infrastructure and the enhancement of the economic vitality of the City.

2. This Regional Context Statement will be reviewed by the Regional District of Nanaimo and the City of Parksville jointly as part of the 1998 - 1999 review of the City's Official Community Plan.
3. Policies of the Official Community Plan are consistent with the policies of the Regional Growth Management Plan as outlined below.
 - Urban Containment: The City's "Greenbelt" goal (Section C I b) of establishment of greenbelt areas for the exclusion of urban development on the periphery and elsewhere in the City is consistent with the objective of urban containment (RGMP Goal 1). As well, the City's stated objectives of "presenting a distinctive edge at the interface between urban and rural areas", and "containing urban development to the most suitable areas and reduc[ing] the occurrence of sprawl" are also consistent.

- **Nodal Structure:** The City's designation of comprehensive development areas (Section III. a, Development Permit Area No.16 guidelines, and Schedule B) is based on the concept of "complete communities" where there is a mix of amenities and services contained within the development. This is consistent with RGMP Goal 2, and Policy 2A, Policy 2B).
- **Protection of Rural Integrity:** Some of the City's comprehensive development criteria and guidelines are consistent with the objective of protection rural integrity. Clustering of housing within the comprehensive development designated areas, under Development Permit Area No. 17 guidelines is encouraged, so as to preserve "significant natural watercourses, wetlands, tree stands and other outstanding natural features". This designation is applied to most of the undeveloped tracts of land which are adjacent to rural lands. This is consistent with RGMP Policy 3B.
- **Environmental Protection.** The City's OCP sections I b) Greenbelts and II) The Natural Environment are entirely consistent with RGMP Goal 4 and specifically with Policy 4A, 4B, 4C, 4F.
- **Improved Mobility:** The City's OCP Section VI. Transportation is entirely consistent with the RGMP Goal 5. Compatible sections also include the comprehensive development section, under III. a) which relates to RGMP policy 5A and 5B. Schedule D-2 Bicycle Route Plan provides for bicycle routes and standards.
- **Vibrant and Sustainable Economy:** The City's OCP has, as one of its eight overall goals, the "Promotion of Diversified Economic Development". The stated objective is to promote tradition sectors, such as tourist oriented services, but also to support and promote other sectors such as light industry, government services and information-based industries. The City's Tourist Commercial and Industrial Development sections are consistent with this goal and with Goal 6 of the RGMP and specifically Policy 6B.
- **Efficient Services and Resource Use:** The City's Section VII. Municipal Services is consistent with Goal 7 of the RGMP. Specifically, the City policy of "opposing the extension of municipal services beyond those areas designated for urban development" in the plan is consistent with RGMP policy 7A.

- Cooperation with Jurisdictions: Provincial legislation and provisions of the Plan provide for, and encourage, cooperation between jurisdictions under Regional Policy 8A. The City's OCP policies, in general, are consistent with the intent for a mutual effort of municipalities to implement the Growth Management Plan under Policy 8B. The City of Parksville has an OCP adopted as stipulated under Regional Policy 8C.
4. This OCP and the Regional Growth Management Plan are inconsistent only in the following areas:

Regional Growth Management Policies	Inconsistencies	Resolution of Inconsistencies
Policies 1B, 1C, 3A, 3D, 7A, 7C and 7D	The City's OCP designates several ALR lands as Future Development Lands on its Schedule "B" Future Land Use Map	This difference is acknowledged. ALR lands must now be acknowledged as such under the Right to Farm legislation. Failing to do so renders an OCP invalid. This is scheduled to be addressed as part of an OCP review which is now underway.
Policy 1A	The City's Section 1a) Boundary Extension envisions boundary extensions for settlement expansion.	This difference is acknowledged. This is scheduled to be addressed as part of an OCP review which is now underway.
Policy 3D	Schedule D-1 Road Network Plan shows two optional proposed arterial road alignments through ALR land.	The ALC has now approved an alignment for this road. This revised Schedule is planned to be the subject of an OCP amendment before the end of 1998.
Policy 1A, 1B, 1C	The UCB is not shown.	Include UCB on the Future Land Use Schedule, and include related policies.

Implementation of the Regional Context Statement

Any changes to the City's OCP will follow the fundamental principles of the Plan.

The Regional District of Nanaimo will play an active role in Urban Containment Boundary (UCB) amendments. Amendments to the UCB will be considered if a proposed change meets the criteria and process set in the Urban Containment and Fringe Area Management Implementation Agreement between the Regional District and municipalities.

Any OCP amendment that results in inconsistencies between the City's OCP and the RGMP will be made collaboratively and accompanied by an amendment to the Regional Context Statement, of the Plan, with actions to be taken to correct the inconsistencies identified.

Procedure for UCB amendments:

"Amendments to the UCB as identified in the RGMP will be considered if a proposed change meets the criteria and process set by the Urban Containment and Fringe Area Management Agreement between the Regional District of Nanaimo and the municipalities (see excerpt below).

**EXCERPT FROM URBAN CONTAINMENT AND FRINGE AREA
MANAGEMENT AGREEMENT, 1997, REGIONAL DISTRICT OF
NANAIMO.**

4.1 Revision of Urban Containment Boundaries

Criteria

It is agreed that the proposed change meets the following criteria:

- is required to meet documented community needs which cannot be met on other lands inside the Urban Containment Boundary;
- can be serviced in a cost effective manner with reference to plans and capital programs for municipal and regional district provided services;
- is not in the ALR or FLR;
- will not lead to adverse changes to the health and ongoing viability of sensitive ecosystems, and will be subject to conditions to ensure this; and
- will not lead to adverse changes to the resource productivity of adjacent lands and will be subject to conditions to ensure this.

GJ/6480-00/Bylaw1370.

Process

It is agreed that the proposed change by the Regional District or by the municipality:

- will only be considered at periodic review intervals specified in the Regional Growth Management Plan and Municipal Official Community Plan and will require amendment of both the RGMP and OCP provisions regarding applicable urban containment policies and urban boundaries;
- will be supported by information, impact assessments and impact management conditions which address the above criteria;
- will be subject to a technical review and recommendations by a sub-committee formed by the Intergovernmental Advisory Committee; and
- if approved, and where advised by the responsible government agencies, will be subject to conditions to protect ongoing resource production and environmental quality.

*See Agreement for details."



REGIONAL DISTRICT OF NANAIMO	
FEB 22 2005	
CHAIR	GMCrs
	GMCrs
CAO	GMDS
	GMES
<i>CJM</i>	

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

DATE: February 10, 2005

FROM: C. Mason
General Manager, Corporate Services

FILE:

SUBJECT: Southern Community Sewer Function Review

PURPOSE:

To consider the attached Terms and Conditions for extending sewer services beyond the current benefiting area for the Southern Community Sewer Function.

BACKGROUND:

At the Board meeting held on February 10, 2004, the Board directed staff to proceed with the steps necessary to repeal the Southern Community Sewer Function as established under Bylaw No. 888. Prior to initiating these steps, the Board agreed to hire an independent consultant to assist in reviewing the function to determine if a more effective method of governance could be achieved that would address municipal concerns.

Consultant Peter Adams was hired to undertake this review. His first step was to review the history of the function and prepare "Fact Sheets" that summarize these findings (see attached). Participants in this function include the City of Nanaimo, District of Lantzville, Electoral Area A and Electoral Area D. The most immediate need with respect to servicing is being experienced by the District of Lantzville. The consultant facilitated discussion between the City of Nanaimo, District of Lantzville and the Regional District, both individually and at workshop sessions, to evaluate whether there was common ground among the participants to amend the governance structure and still ensure that the interests of each participant would be met.

Debate was primarily centred on land use issues and capital charge costs for connecting to the Nanaimo Pollution Control Centre. At the seminar held on November 30, 2004, the consultant findings were presented to the participants of the Southern Community Sewer Function. At that meeting, there was general agreement around the terms and conditions for extending sewer, including the capital charge amount to be imposed upon the District of Lantzville for connection to sewer. The terms agreed upon by the participants are included in the attached report and are summarized below:

Land Use

- Lantzville sewer area consistent with RGS
- Maximum density as under RGS
- Regional Board and all municipalities must agree to any change to RGS

Sewer Collection

- Lantzville finances its own collection system
- No extension of sewer collection system outside Lantzville

Financial Contribution by Lantzville Residents

- One time Capital Charge of \$658 per connection
- Annual costs shared on the basis of sewage flows
- Same Regional DCCs in Nanaimo and Lantzville

Capital Charge Calculation

- Compensation for past investment
- Compensation for advancing the date that capacity is reached
- Less adjustment for prior contributions by Lantzville residents

The Terms and Conditions for extending sewer services beyond the current benefiting area for the Southern Community Sewer Function are being presented for ratification by the Board.

ALTERNATIVES:

1. Approve the attached "Terms and Conditions for Extending Regional Sewer Service" as presented.
2. Approve the attached "Terms and Conditions for Extending Regional Sewer Service" with amendments as proposed by the Board.

FINANCIAL IMPLICATIONS:

A revised capital charge has been calculated to be \$658 per connection. Assuming that there will be a maximum of 1,946 connections, the total amount payable by the District of Lantzville will be \$1.28 million. This capital charge is based upon the following components:

- A contribution that is based on the capital investments made to date by persons connected to the treatment system; plus
- A contribution that reflects the additional costs that result from advancing the date at which plant capacity is reached; less
- The capital contribution made by District of Lantzville residents to date.


Some bylaw amendments will be required to implement these changes. These bylaws will be brought forward once the Board has approved the "Terms and Conditions" for extension of the sewer service.

CONCLUSIONS:

At the Seminar held on November 30, 2004, the participants of the Southern Community Sewer Function were presented with the consultant findings on the Sewer Function Review project. The consultant reviewed the history of the function and outlined the concerns of the City of Nanaimo along with other participant concerns. At the meeting, the committee reached general agreement on the proposed "Terms and Conditions for Extending Regional Sewer Service". This report is bringing this document back for formal ratification by the Board. Once this takes place, the necessary bylaw amendments can be initiated to change the capital charge and proceed with other bylaw amendments to amend the benefiting area and facilitate the extension of sewer to the District of Lantzville.

RECOMMENDATION:

That the attached "Terms and Conditions for Extending Regional Sewer Service" be approved as presented.



Report Writer



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

**TERMS AND CONDITIONS FOR EXTENDING REGIONAL
SEWER SERVICE**

By Peter Adams

December 10, 2004

INTRODUCTION

- The Greater Nanaimo Pollution Control Centre (GNPCC), the main wastewater treatment facility in District 68 of the Regional District of Nanaimo, is operated and financed through the Southern Community Sewer Service. Most properties inside the City of Nanaimo are connected to the treatment plant. At present, no properties outside the City are connected to the plant.
- The participants in the Southern Community Service are the City of Nanaimo, the District of Lantzville and Electoral Areas A and D. When Electoral Areas C and D are amalgamated, the merged Area C/D will continue to be a participant in the Service.
- The City of Nanaimo is the only jurisdiction that contributes through taxation to the cost of the service. Residents of the District of Lantzville and the Electoral Areas contribute through the Septage Disposal Fee.
- The District of Lantzville does not have a community sewer system; individual properties have their own septic fields. The current arrangement is not sustainable over the longer term because of the environmental and health risks associated with these septic fields. Therefore, the District is considering construction of a community sewage collection system that would connect to the Regional sewage treatment plant. If Lantzville were not to connect to the Regional facility, it would have to consider other arrangements for sewage treatment.
- The City of Nanaimo recognises the serious threat to the aquatic environment caused by the lack of a community sewer system in the District of Lantzville. The City is willing to support extension of the Regional treatment service to Lantzville provided agreement can be reached concerning future development patterns in Lantzville and an appropriate contribution by Lantzville residents to the costs of the plant.
- Over the past few months, staff of the Regional District, the City of Nanaimo and the District of Lantzville have met to discuss appropriate terms and conditions for extending Regional sewer treatment service to the District of Lantzville. This paper presents the terms and conditions that are recommended by staff.

AGREED TERMS AND CONDITIONS – LAND-USE

- The Sewer Area in Lantzville will be the same as the Urban and Sub-Urban Areas of the municipality as defined in the approved Regional Growth Strategy.
- The maximum density of development in the sub-urban area will be that allowed in the approved Regional Growth Strategy i.e. not to exceed 5 to 7.5 units per hectare (2 to 3 units per acre).
- Any changes to the Sewer Area or changes to the maximum density allowed would require a change in the Regional Growth Strategy. Any change in the Regional Growth Strategy requires the approval of the Regional Board and member municipalities.

- Any extension of the Sewer Area would require prior agreement between the District of Lantzville, the City of Nanaimo and the Regional District on the terms and conditions for such an extension. The District of Lantzville's sewer collection system will not be extended beyond Lantzville's borders.

AGREED TERMS AND CONDITIONS - COLLECTION SYSTEM

- The District of Lantzville is responsible for the sewer collection system including any costs associated with connecting the collection system to the Regional District's sewer treatment system.
- The Lantzville collection system will include a meter that records the flow of sewage into the Regional treatment system.

AGREED TERMS AND CONDITIONS - FINANCIAL

- The District of Lantzville will pay a one time Capital Charge to the RDN Southern Community Sewer service for each property connected via its collection system to the Regional sewer treatment system. Historically, persons connected to the Sewer System have paid most of the capital cost of the sewer system. Therefore, without the Capital Charge, the newly connected residents of Lantzville would unfairly benefit from past contributions by the City of Nanaimo taxpayers.
- The District of Lantzville will decide how best to recover the cost of the Capital Charge from its residents.
- The annual costs (operating and debt service) of the Southern Community Sewer service that are recovered by taxation will be allocated between the City of Nanaimo and the District of Lantzville on the basis of sewage flows from the two areas. With an allocation formula linked to sewage flows, the City of Nanaimo taxpayers will continue to benefit from any investment made by the City to reduce the amount of infiltration into the municipality's sewer collection system.
- The DCCs levied by Regional District for sewage treatment will be the same in the District of Lantzville as they are in the City of Nanaimo. Regional DCCs for Southern Sewer are currently \$2,660 per single family residence.¹
- The schedule of payments of the Capital Charge has not yet been discussed by the parties.

¹ There has been some discussion as to why the DCC rate is so much higher than the proposed capital charge. There are two answers. First, legally and conceptually, DCCs are different to the Capital Charge because it is not possible to recapture past costs through a DCC. Secondly, the current DCC level is based on a calculation that may be out of date because it assumed that the capacity of the Existing Treatment Plant would be reached at a much lower population level than is predicted today.

CALCULATION OF THE CAPITAL CHARGE

- The appropriate Capital Charge has been calculated to be \$658 per connection. Assuming that there will be a maximum of 1,946 connections, the maximum amount payable by the District of Lantzville will be \$1.28 million.
- The calculation of the Capital Charge is summarised in Exhibit One. More detail on the calculation is provided in the Appendix.
- The Capital Charge is made up of three components:
 - o A contribution that is based on the capital investments made to date by persons connected to the treatment system; **plus**
 - o A contribution that reflects the additional costs that result from advancing the date at which plant capacity is reached; **less**
 - o The capital contribution made by District of Lantzville residents to date.

CONSEQUENTIAL AMENDMENTS TO REGIONAL BY-LAWS

- To give effect to these terms and conditions, two consequential amendments would have to be made to existing by-laws:
 - o The cost apportionment section of Regional By-Law 888 would have to be changed to ensure that costs recovered through taxation are allocated between the City of Nanaimo and the District of Lantzville on the basis of sewage flows.
 - o Regional By-Law 994 (Local Service Area for Lantzville – collection and treatment – Feb 1996) and 1012 (Fees and Charges in the Lantzville Sewage Local Service Area) should be repealed. These by-laws were passed in 1996 when a Regional sewage collection system was contemplated in the Lantzville area of what was then Area D.
- In addition, a new Regional By-Law should be passed that imposes a Capital Charge on the District of Lantzville for each property in the defined Lantzville Sewer Area that is connected to the Greater Nanaimo Pollution Control Centre.

EXHIBIT ONE

Calculation of Capital Charge		
1. Contribution to the Capital Cost of the Existing Facility		
	\$ million	
Replacement Cost of Original Investment	\$46.5	
Less Depreciation	\$26.2	
Remaining Value of Treatment Plant	<u>\$20.3</u>	
Recent investments from Reserves and Surpluses	\$8.0	
Unexpended Contributions to Reserve Fund	<u>\$3.5</u>	
Total Investment To Date	<u>\$31.8</u>	
Lantzville Share of Cost Based on Population at Plant Capacity	4.2%	
Lantzville share of Cost of Existing Facility (\$ million)	<u>\$1.32</u>	A
2. Advancement of Plant Expansion Date		
	\$ million	
Cost of Plant Expansion	\$8.2	
Years to Expansion without Lantzville	14	
Years to Expansion with Lantzville	12	
Discount rate	5.5%	
Present Value of Cost without Lantzville	3.88	
Present Value of Cost with Lantzville	<u>4.29</u>	
Cost of Advancement of Expansion	<u>0.41</u>	
Lantzville Share of Cost Based on Population at Plant Capacity	4.2%	
Lantzville share of Cost of Advancement (\$ million)	<u>\$0.02</u>	B
3. Principal Contributions by Lantzville in Earlier Years		
Prior Contribution by Area D (\$million)	\$0.37	
Per Cent of Prior Contribution that was for Capital	22.5%	
Lantzville Population as % of Area D population	72.8%	
Principal Contributions by Lantzville in Earlier Years (\$ million)	<u>\$0.06</u>	C
Total Cost Attributable to Lantzville (\$ million)	<u>\$1.28</u>	A+B-C
Lantzville Connections (assuming 2.57 persons per connection)		1,946

APPENDIX

Calculation of Remaining Value of Treatment Plant (\$million)

Description	Year	Borrowing	Years Since Borrowing	Average Annual Inflation Rate to 1996	Inflation Rate to 1996	Inflation Rate After 1996	Replacement Cost	Useful Life (Years)	Remaining life (Years)	Depreciation to Date	Remaining Value
Northshore Interceptor & Wellington P. Str. Plant	1975	\$0.18	33	5.28%	280%	138%	\$0.75	80	47	\$0.31	\$0.44
Plant	1975	\$2.27	33	5.28%	280%	138%	\$9.48	50	17	\$6.26	\$3.22
Plant	1976	\$5.21	32	4.79%	243%	138%	\$19.88	50	18	\$12.73	\$7.16
Plant	1977	\$0.10	31	4.58%	224%	138%	\$0.35	50	19	\$0.22	\$0.13
Wellington N. Slope	1977	\$0.01	31	4.58%	224%	138%	\$0.04	80	49	\$0.02	\$0.03
Wellington N. Slope Plant	1978	\$0.66	30	4.50%	211%	138%	\$2.32	80	50	\$0.87	\$1.45
Plant	1978	\$0.58	30	4.50%	211%	138%	\$2.04	50	20	\$1.22	\$0.82
Northshore Interceptor	1978	\$1.05	30	4.50%	211%	138%	\$3.67	80	50	\$1.38	\$2.29
Digester	1983	\$0.25	25	3.05%	144%	138%	\$0.71	50	25	\$0.35	\$0.35
Digester	1983	\$0.20	25	3.05%	144%	138%	\$0.56	50	25	\$0.28	\$0.28
Stage 2 expansion	1987	\$0.80	21	3.36%	130%	138%	\$2.15	50	29	\$0.90	\$1.25
Stage 2 expansion	1988	\$0.50	20	3.17%	124%	138%	\$1.31	50	30	\$0.53	\$0.79
Stage 2 expansion	1990	\$1.26	18	3.35%	118%	138%	\$3.23	50	32	\$1.16	\$2.07
Total		\$13.07					\$46.51			\$26.23	\$20.28
First Year of Lantzville Connection	2008										
Inflation rate since 1996	3.0%										

Impact of Lantzville Users on the Date that Plant Capacity is Reached

Situation Without Lantzville					
	Year	Ave Daily Flow per Capita lpcpd	Population Equiv. Served	Total Daily Flow m ³ /day	Per cent of Capacity
Current Usage of the Plant	2004	395	83,154	32,846	69%
Capacity Usage	2018	360	120,000	43,200	100%
Increment		281	36,846	10,354	
increase per Year			2,632	740	

Notes:
 Population equivalent includes residential and non-residential usage plus infiltration.
 Volume of infiltration is expected to remain unchanged after 2004
 lpcpd = litres per capita per day
 1,000 litres = 1 m³

**Impact of Lantzville Users on the Date that Plant Capacity is Reached
(continued)**

Impact of Adding Lantzville					
	Year	Ave Daily Flow per Capita	Population Served	Total Daily Flow	Per cent of Capacity
Additional Usage	2008	281	5,000	1,405	3.3%
Notes: Minimal infiltration with new system Minimal commercial					

Years of Advancement Caused by Adding Lantzville Users = 1,405/740 = 1.9 years

Lantzville Share of Population at Capacity = 5,000/120,000 = 4.2%

REGIONAL DISTRICT OF NANAIMO

SOUTHERN COMMUNITY SEWER

FACT SHEET

By Peter Adams

July 2004

THE REGIONAL SERVICE

- The Greater Nanaimo Pollution Control Centre (GNPCC), the main wastewater treatment facility in District 68, is operated and financed through the Southern Community Sewer Service. The Regional District operates a second, smaller treatment facility in District 68 that is located at Duke Point. The Duke Point facility is not part of the Southern Community Sewer Service.
- The participants in the Southern Community Service are the City of Nanaimo, the District of Lantzville and Electoral Areas A and D. There is a possibility that Electoral Areas C and D will be amalgamated. If this were to happen, the newly merged Area C/D would be a participant in the Service.
- Most properties inside the City of Nanaimo are connected to the treatment plant. At present, no properties outside the City are connected to the plant.
- RDN does not have a sewage collection function associated with GNPCC. Properties inside the City of Nanaimo are connected to the treatment plant through the City's collection system.¹
- The City of Nanaimo is the only jurisdiction that contributes through taxation to the cost of the service. Residents of the District of Lantzville and the Electoral Areas contribute through the Septage Disposal Fee.
- Appendix One provides a brief history of the service.

CONCERNS EXPRESSED BY THE CITY OF NANAIMO

- The City of Nanaimo has expressed a concern with current governance structure of the Southern Community Sewer Service. It believes that the City should have control over the service because it pays the vast majority of costs and is the only jurisdiction contributing through property taxation.
- The City also wishes to have control over service extension. It is long-standing City policy not to deliver water or sewer outside the City's boundaries except under very limited conditions.
- The City has also expressed some concerns with the separation of the City-operated collection function from the region-operated sewer plant. For example:
 - o If the city invests funds to limit infiltration of storm water or undesirable waste products, the benefits accrue to the regional plant. Hence, the City believes it is harder to make a business case for such investments.
 - o The City has surplus funds in sewer collection. The City believes it is not possible to redirect those funds to investments in sewer treatment.

¹ One property outside of the City, the Cedar School, is connected to the Duke Point facility.

The City believes that this separation of functions prevents them from pursuing policies that are in the best interest of City residents.

- The City has expressed an interest in exploring ways in which it can achieve greater control over the service including the possibility of terminating the regional service and transferring ownership, operation and management of the wastewater treatment plant to the City. Should ownership be changed, the City has expressed a willingness to compensate other members of the Regional District for past investments in the facility.

COMMENTS BY OTHER BOARD MEMBERS ON THIS ISSUE

- Directors point out that the treatment plant was originally conceived and financed as a regional facility not a City-only facility. Grants provided from the provincial government were in support of a regional facility.
- There has been the expectation that residents living outside the City would, over time and as conditions warrant, become connected to the treatment plant. Directors point out that residents living outside of the municipalities in District 69 are connected to the main regional treatment plant in the area.
- Directors also point out that some of the costs of the treatment plant were, until recently, recovered from all areas in District 68 because all areas were expected to benefit from environmental protection and clean beaches. Only since 2001 has the financing structure been changed to a user pay approach.
- The District of Lantzville has concerns with the health and environmental consequences of continued reliance on septic fields inside the municipality. It has expressed an interest in connecting parts of the municipality to the regional treatment facility. For Lantzville, refusal to extend regional sewer treatment service to residents outside the City of Nanaimo's boundaries would force the municipality to consider other central treatment options. Although these other options may be more expensive, failure to connect to the regional facility would not prevent the municipality from introducing a community sewer collection and treatment service. However, connection to the regional facility would likely be more efficient and would avoid the necessity of another outfall.
- If the plant was transferred to the City, the region would lose some staff economies from running two major sewer plants unless management of the service was contracted back to the Regional District.

CURRENT GOVERNANCE ARRANGEMENTS

- The basic terms and conditions of the service, including the list of participating areas, are set out in the service establishment by-law. Amendment or termination of the service establishment by-law is possible in one of two ways, at the option of the Board:

- o Using the same procedure that would apply in establishing the service: a majority vote (unweighted) of the whole Regional Board and the assent/consent of participating areas.
- o Or, 2/3rds of the service participants (one vote for each of the four participating areas).²
- Therefore, the City of Nanaimo cannot by itself amend or terminate the service establishment by-law. The City of Nanaimo cannot unilaterally withdraw from the service under the current service arrangements. However, the City of Nanaimo can initiate a formal service review and a formal service withdrawal process under the Act. The latter could eventually lead to binding arbitration of the issue.
- Only Directors representing the participating areas can vote on decisions concerning the administration and operation of the service (including by-laws imposing fees and charges). Voting is on a weighted basis. Therefore, in principle, voting by City of Nanaimo Directors could dominate such decisions.
- Under the current service establishment by-law, the service area includes all of the participating areas. In principle, therefore, all properties in those areas could be connected to the plant provided connection facilities were provided under separate arrangements. However, the terms and conditions for extending service have not been approved by the Board.
- The voting rules concerning establishment by-laws are fixed in legislation and **cannot** be altered. Therefore, changes cannot be made to the service establishment by-law unless three of the four participants agree to those changes.
- The voting rules concerning administration and operation of a service can be modified through a change in the service establishment by-law. However, the City of Nanaimo already dominates voting on these issues.

GROWTH MANAGEMENT

- All by-laws passed by the Regional Board and all services undertaken by the regional district, subsequent to adoption of a regional growth strategy (RGS), must be consistent with the RGS.³
- The current RGS includes a number of policy statements concerning the provision of sewer service to properties inside and outside the urban containment boundaries. In summary, the RGS contemplates the possibility of extending community sewer services to lands within the urban containment boundary but limits extension outside the urban containment boundary to situations where health or the environment is threatened and, even then, only when safeguards are in place to prevent movement to a greater density of development than that contemplated in the RGS. Also, it is a

² If the Director of an Electoral Area does not provide consent, the Regional Board can provide consent on behalf of the participating area by resolution passed by at least 2/3rds of the votes cast. Both of the two approval routes also need the approval of the Inspector.

³ Section 865 (1) of the *Local Government Act*.

policy of the RDG that, where extension takes place, the full cost of extension is to be borne by the land owners.

- Therefore, extension of community sewer services to areas of Lantzville outside of the urban containment boundary would be consistent with the RGS only if safeguards were in place to prevent density inconsistent with the RGS and if the full cost of extension were borne by the properties to be connected. At this time the Board has not provided further clarification on the type of safeguards required or the definition of 'full cost'. Any modification to RGS policy would need the approval of the City of Nanaimo.
- Relevant extracts from the RGS are provided in Appendix Two.

SERVICE COSTS AND COST ALLOCATION

- Total annual budget for GNPCC is around \$5.1 million. – see Exhibit One. Costs are recovered through property taxation, septage fees and development charges. Of this total, \$4.1 million is recovered through property taxes. Other significant sources of revenue are prior-year surpluses and septage fees.

Exhibit One Southern Sewer Budget	
2004 Year	
Operating	\$3,357,095
Contribution to Reserves	\$1,075,000
Debt Servicing	\$672,405
Total	\$5,104,500

- The cost of operating the plant is allocated to two types of users:
 - o Connected users – their share of costs is recovered through property taxes.
 - o Septage disposers – their share of costs is recovered through septage fees.
- Only a small proportion of the loading at the plant is attributable to septage and the revenue collected from septage fees more than covers the cost of treating septage. Currently, septage disposal accounts for 2.2% of loading at the plant.⁴
- A typical residential property in the City of Nanaimo assessed at \$180,000 pays \$123 annually for sewage treatment as part of the tax paid for regional services. In addition, a typical single family residential property pays \$108 annually for sewage collection.

⁴ Based on conversion of septage flows to sewage equivalent flows.

- There are currently 80,000 persons connected to the plant. The capacity of the plant is approximately 118,000 persons. At current rates of development in the City, capacity will be reached within 10 years. The plant provides primary treatment only. The long-term capital plan anticipates upgrading the plant to secondary treatment in the period 2012-15.
- The financial plan for the service calls for annual increases in the property tax requisition of 2.5%. This financing plan allows for the additions to capacity to be introduced without new borrowing. Upgrading of the treatment level would require some new borrowing.
- The region has introduced DCCs for sewer treatment. The charge is currently \$2,660 for single family residences. These charges are collected by the City of Nanaimo and passed on to the Region. In support of the City of Nanaimo's development policies, regional DCCs are not levied on development in the 'core' area of the City.
- The Southern Community Sewer Service has general reserves of \$3.8 million, \$3.1 million in DCC reserves and \$0.6 million in unexpended capital funds raised through borrowing.

EXTENSION OF SERVICE TO LANTZVILLE

- In 1996, the Regional District passed a by-law for a local sewer service in the unincorporated community of Lantzville. The by-law gave authority for RDN to establish and operate a sewage collection system that would be connected to the GNPCC or some other central treatment facility. However, the Region did not implement the collection system because planned residential developments in the community did not materialize.
- In 1996, the DCC collection area was extended to include Lantzville. Since that time, \$22,000 has been collected from new developments in Lantzville.
- When RDN contemplated extension of the sewer collection to residents of Lantzville, it also accepted the principle of levying a capital charge on newly connected properties as a contribution to the capital cost of the GNPCC facility. When properties not previously connected to an established sewer system become connected, it is reasonable to expect them to contribute to the capital cost of establishing the system if they have not already contributed in an equitable way to the capital cost. Otherwise, properties that are newly connecting benefit from the investment previously made by those already connected without paying for that benefit. This assumes, however, that the system has the capacity to add new connections. If not, the capital cost of adding additional capacity should be added to costs that are shared among users.
- The total capital charge to be allocated to Lantzville users was estimated to be \$2.17 million which, spread over 2,420 properties, translated into a charge per connection of \$896. The capital charge was to be collected at the time of connection and, therefore, would have been collected over a number of years.

- The capital charge was based on a calculation proposed by City of Nanaimo staff. The essential elements of the calculation were as follows:
 - o Estimation of the replacement cost of the facility (based on the debt incurred by the Region updated to current costs) less depreciation assuming a useful life of 50 years for the plant and 80 years for the trunk mains.
 - o Estimation of the share of the depreciated replacement cost that should be allocated to new Lantzville users based on the community's population compared to total population served by the plant.
 - o Adding the cost of bringing forward the date of capacity expansion of the plant as a result of adding Lantzville users.
- The formula used in 1996 did not take account of the tax contribution that had been made by Lantzville residents as a participant in the sewer function.⁵ Nor did it take into account the debt service charges that are still outstanding – these costs are currently included in the calculation of the septage charge.
- At the time, the City of Nanaimo was willing to accept the extension of sewage collection to Lantzville and treatment at GNPCC for three reasons. First, the Lantzville OCP limited the amount and density of development. Second, the physical connection to the treatment plant placed limits on the amount of sewage that could be transmitted and, therefore, the density of development in Lantzville. Third, new connections would be charged a capital charge that would repay some of the investment made by City residents in the treatment plant.

IMPLEMENTATION OF A CAPITAL CHARGE

- When a capital charge was considered in 1996, Lantzville was unincorporated and RDN would have provided and managed the collection system as a local service. Therefore, the capital charge could have been levied and collected by RDN.
- Now that Lantzville is incorporated, any collection system would be built and managed by the municipality. Also, any capital charge would have to be collected by the municipality.⁶
- RDN does not collect revenue directly from property owners in Lantzville. While RDN has the authority to impose a capital charge under Section 363 of the Act, it is not clear how this could be implemented. Therefore, it seems that a capital charge would have to be implemented either through the cost-allocation formula for the function or through a side agreement with the Municipality.

⁵ RDN estimates that Electoral Areas A, B, C and D have together contributed \$1.4 million over 25 years toward the debt servicing cost of the treatment plant, of which \$369,000 was contributed by Area D properties. However, for most of that time, there was no charge for septage treatment at the plant.

⁶ In contrast, the Local Government Act allows the regional district to impose DCCs inside a municipality and requires a municipality to collect those charges.

- A change to the cost-allocation function is feasible only through a change to the establishment by-law. Such a change could be implemented with the approval of two thirds of the participants of the function.

**APPENDIX ONE
A BRIEF HISTORY OF THE SERVICE**

- The Regional District has been the owner and operator of the GNPCC treatment plant since its construction in 1972. The region owns the major trunk lines and pumping stations as well as the treatment facility. The City of Nanaimo has never had its own wastewater treatment plant.
- A portion of the original capital cost of the facility was shared by **all** jurisdictions in the Region (not just District 68). The contribution by those not connected was seen either as a contribution to the additional capacity needed to allow for future connection and/or as a contribution to environmental protection and clean beaches.
- In 1997, the French Creek facility was built as a regional facility and again a portion of the capital costs were shared among all jurisdictions in the region.
- In 1988, the share of capital costs to be borne by all jurisdictions in the region was set at 20% of the debt servicing cost of the facilities (up to a maximum tax requisition of \$0.20 per \$1,000).
- In 1993, the regional sewer function was divided into two service areas: one for the North (District 69) and one for South (District 68). At this time Electoral Areas B and C were removed from the Southern Community Sewer service area. In each of the service areas, unconnected areas continued to contribute to a portion of the debt servicing cost.
- In 2001, the basis for cost allocation in each service area was changed to one of “user pay”. At the same time the septage treatment charge was increased significantly. In the Southern Community Sewer Function, Electoral Areas A and D were no longer expected to contribute through taxation because they contributed sufficiently through the septage charge.
- In 2003, the District of Lantzville was incorporated. The District remains a member of the Southern Community Sewer Service but does not contribute through taxation.

**APPENDIX TWO:
EXCERPTS FROM THE POLICY STATEMENTS OF THE REGIONAL
GROWTH STRATEGY**

- Policy 7A of the RGS contemplates extension of community water and sewer services to “land designated as Urban Area inside Urban Containment Boundaries and to land designated as Sub-Urban Area to accommodate future growth and development.”
- Policy 7B of the RGS states that “the RDN and member municipalities do not support the provision of community water or community sewer services to land designated as Rural Residential or to land designated Resource Lands and Open Spaces to accommodate future growth and development. However, the RDN and member municipalities recognize that public health or the environment may be threatened by the present domestic water supply or wastewater management method used on land in these designations. Consequently, the RDN and member municipalities permit the provision of community water and community sewer services to land in these designations, provide the service provision does not result in a higher level of development that supports on the land by Policy 3A of the RGS and the full cost is paid by the landowners. The RDN and member municipalities will, in partnership, develop criteria to use in the identification of these lands as well as a strategy to assess the financial impacts of providing services to these lands.”
- Policy 3A includes the following: “the RDN and member municipalities agree to promote and encourage the retention of large rural holdings on land designated as Resource Lands and Open Space and lands designated as Rural Residential. To this end, the RDN and member municipalities agree that the minimum parcel size of lands designated as Rural Residential and Resource Lands and Open Space will not be reduced below the minimum parcel size established in official community plans in place at the date of the adoption of the RGS”

APPENDIX THREE VOTING STRENGTH

- Exhibit A1 shows the number of Directors on the Regional Board and the voting strength of those Directors.
- Exhibit A2 shows the number of Directors and the voting strength associated with the Southern Community Recreation Service.

Exhibit A1 Voting Strength – Regional Board						
	Number of Directors	Per Cent of Total	Cumulative Per Cent	Weighted Vote	Per Cent of Total	Cumulative Per Cent
City of Nanaimo	6	35%	35%	30	53%	53%
City of Parksville	1	6%	41%	5	9%	61%
Town of Qualicum Beach	1	6%	47%	3	5%	67%
District of Lantzville	1	6%	53%	2	4%	70%
Electoral Area A	1	6%	59%	3	5%	75%
Electoral Area B	1	6%	65%	2	4%	79%
Electoral Area C	1	6%	71%	1	2%	81%
Electoral Area D	1	6%	76%	1	2%	82%
Electoral Area E	1	6%	82%	2	4%	86%
Electoral Area F	1	6%	88%	3	5%	91%
Electoral Area G	1	6%	94%	3	5%	96%
Electoral Area H	1	6%	100%	2	4%	100%
Total RD	17	100%		57	100%	

Exhibit A2 Voting Strength – Southern Community Sewer				
	Number of Directors	Per Cent of Total	Weighted Vote	Per Cent of Total
City of Nanaimo	6	67%	30	83%
District of Lantzville	1	11%	2	6%
Electoral Area A	1	11%	3	8%
Electoral Area D	1	11%	1	3%
All Participants	9	100%	36	100%



REGIONAL DISTRICT OF NANAIMO	
MAR - 2 2005	
CHAIR	GMCMS
	GMCrS
CAO	GMS
	GMS
Call	

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

DATE: February 22, 2005

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Parcel Tax Rate Bylaws for 2005

PURPOSE:

To introduce for three readings and adoption parcel tax rate bylaws for water and sewer utility functions in connection with the year 2005 annual budget.

BACKGROUND:

Section 200(1) of the *Community Charter* requires that parcel tax rates be established by bylaw and that the report describing the basis of calculation be made available to the public upon request. Parcel taxes are levied on properties within certain water and sewer utility services of the Regional District on the basis of a single amount for each parcel. For budgeting purposes, parcel tax revenues are determined as the amount required, after deducting user fees and prior year surpluses, to meet current expenditures and ensure a reasonable operating surplus. The annual revenue provided for in the budget is divided by the number of parcels established by the annual assessment roll to determine a rate per parcel.

Section 201(3) of the *Community Charter* also provides that a parcel tax rate may be waived or reduced where the local government is able to determine that an owner has paid for part of the construction of the works and services in the service area. In the French Creek Sewer Service Area a \$100 reduction is granted to 1,464 (out of a total of 1,574) properties for this purpose.

Most of the revenue changes are in the range of 2%. Revenue changes above 2% are the result of specific items in the budgets as described during the budget presentations or a result of additional properties.

ALTERNATIVES:

1. Give the bylaws three readings and adoption.
2. Amend the budget(s) and adopt amended bylaws as necessary.

FINANCIAL IMPLICATIONS:

The parcel tax rolls were certified on March 4th, 2005. The following table summarizes the calculation of parcel tax rates for 2005:

SERVICE AREA NAME	BYLAW	PARCEL TAX REVENUES BUDGETED	NO. OF PARCELS CERTIFIED	PARCEL TAX RATE	PARCEL TAX RATE	\$ Change
				Year 2005	Year 2004	
Arbutus Park Estates Water	1180.05	\$56,140	138	\$407	\$399	\$8
Decourcey Water	1181.05	\$4,460	5	\$892	\$841	\$51
Fairwinds Community Sewer	1182.05	\$239,625	639	\$375	\$320	\$55
Fairwinds Water	1183.04	\$100,630	636	\$158	\$158	\$Nil
French Creek Community Sewer	1184.05	\$278,540	110 1,464	\$290 \$190	\$287 \$187	\$3
French Creek Bulk Water	1185.05	\$88,520	1,904	\$46	\$37	\$9
French Creek Community Water	1186.05	\$41,500	236	\$176	\$170	\$6
Madrona Point Water	1187.05	\$78,530	296	\$265	\$260	\$5
Nanoose Bay Bulk Water	1188.05	\$422,050	2,288	\$184	\$162	\$22
Nanoose Water Supply	1189.05	\$265,275	1,003	\$264	\$261	\$3
Pacific Shores Community Sewer	1190.04	\$26,265	88	\$298	\$328	(\$30)
San Pareil Water	1191.05	\$73,440	288	\$255	\$250	\$5
Surfside Community Sewer	1192.05	\$11,845	17	\$697	\$740	(\$43)
Surfside Water	1193.05	\$17,160	39	\$440	\$431	\$9
West Bay Estates Water	1194.05	\$43,420	\$168	\$258	\$242	\$16
Morningstar Water	1206.04	\$Nil	6	\$Nil	\$167	(\$167)
Driftwood Water	1336.02	\$17,850	31	\$290/\$944	\$316/971	(\$26)/(\$27)
Englishman River Community Water	1371.01	\$62,365	152	\$410	\$9,006	subdivision created and lots now recognized on the roll

SUMMARY/CONCLUSIONS:

The *Community Charter* requires parcel tax rates to be established by bylaw and that the Board consider a report describing the basis of calculation. Parcel taxes are currently levied within the water and sewer utility service areas of the Regional District on the basis of a single amount for each parcel. The number of parcels recorded on the annual assessment roll is divided into the budgeted revenue requirement to determine a rate per parcel.

As an exception from the one rate per parcel model, and as consideration that some property owners have paid directly for the cost of constructing the supply infrastructure there may be a reduction to the parcel tax rate otherwise charged. In the French Creek Sewer Local Service Area, a \$100 reduction is granted to 1,464 (out of a total of 1,574) properties for this purpose.

RECOMMENDATIONS:

Bylaw No. 1180.05

1. That "Arbutus Park Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1180.05, 2005" be introduced and read three times.
2. That "Arbutus Park Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1180.05, 2005" having received three readings be adopted.

Bylaw No. 1181.05

1. That "Decourcey Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1181.05, 2005" be introduced and read three times.
2. That "Decourcey Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1181.05, 2005" having received three readings be adopted.

Bylaw No. 1182.05

1. That "Fairwinds Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1182.05, 2005" be introduced and read three times.
2. That "Fairwinds Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1182.05, 2005" having received three readings be adopted.

Bylaw No. 1183.04

1. That "Fairwinds Water Service Area Parcel Tax Rate Amendment Bylaw No. 1183.04, 2005" be introduced and read three times.
2. That "Fairwinds Water Service Area Parcel Tax Rate Amendment Bylaw No. 1183.04, 2005" having received three readings be adopted.

Bylaw No. 1184.05

1. That "French Creek Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1184.05, 2005" be introduced and read three times.
2. That "French Creek Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1184.05, 2005" having received three readings be adopted.

Bylaw No. 1185.05

1. That "French Creek Bulk Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1185.05, 2005" be introduced and read three times.
2. That "French Creek Bulk Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1185.05, 2005" having received three readings be adopted.

Bylaw No. 1186.05

1. That "French Creek Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1186.05, 2005" be introduced and read three times.
2. That "French Creek Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1186.05, 2005" having received three readings be adopted.

Bylaw No. 1187.05

1. That "Madrona Point Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1187.05, 2005" be introduced and read three times.
2. That "Madrona Point Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1187.05, 2005" having received three readings be adopted.

Bylaw No. 1188.05

1. That "Nanoose Bay Bulk Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1188.05, 2005" be introduced and read three times.
2. That "Nanoose Bay Bulk Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1188.05, 2005" having received three readings be adopted.

Bylaw No. 1189.05

1. That "Nanoose Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1189.05, 2005" be introduced and read three times.
2. That "Nanoose Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1189.05, 2005" having received three readings be adopted.

Bylaw No. 1190.04

1. That "Pacific Shores Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1190.04, 2005" be introduced and read three times.
2. That "Pacific Shores Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1190.04, 2005" having received three readings be adopted.

Bylaw No. 1191.05

1. That "San Pareil Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1191.05, 2005" be introduced and read three times.
2. That "San Pareil Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1191.05, 2005" having received three readings be adopted.

Bylaw No. 1192.05

1. That "Surfside Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1192.05, 2005" be introduced and read three times.
2. That "Surfside Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1192.05, 2005" having received three readings be adopted.

Bylaw No. 1193.05

1. That "Surfside Properties Water Supply Specified Area Parcel Tax Rate Amendment Bylaw No. 1193.05, 2005" be introduced and read three times.
2. That "Surfside Properties Water Supply Specified Area Parcel Tax Rate Amendment Bylaw No. 1193.05, 2005" having received three readings be adopted.

Bylaw No. 1194.05

1. That "West Bay Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1194.05, 2005" be introduced and read three times.
2. That "West Bay Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1194.05, 2005" having received three readings be adopted.

Bylaw No. 1206.04


1. That "Morningstar Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1206.04, 2005" be introduced and read three times.
2. That "Morningstar Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1206.04, 2005" having received three readings be adopted.

Bylaw No. 1336.02


1. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.02, 2005" be introduced and read three times.
2. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.02, 2005" having received three readings be adopted.

Bylaw No. 1371.01

1. That "Englishman River Community Water Supply Service Area Parcel Tax Rate Bylaw No. 1371.01, 2005" be introduced for first three readings.
2. That "Englishman River Community Water Supply Service Area Parcel Tax Rate Bylaw No. 1371.01, 2005" having received three readings be adopted.



Report Writer



C.A.O. Concurrence

COMMENTS:

2005 parcel tax rates bylaw report.doc

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1180.05

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE ARBUTUS
PARK ESTATES WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 930, 1994, levy a parcel tax to meet the annual costs of the Arbutus Park Estates Water Local Service Area.

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

1. This bylaw may be cited as "Arbutus Park Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1180.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Arbutus Park Estates Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$56,140 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$407.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1181.05

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE DECOURCEY
WATER LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1096, 1998, levy a parcel tax to meet the annual costs of the Decourcey Water Local Service Area;

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

1. This bylaw may be cited as "Decourcey Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1181.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Decourcey Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$4,460 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$892.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1182.05

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE FAIRWINDS
SEWERAGE FACILITIES LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 947, 1994, levy a parcel tax to meet the annual costs of the Fairwinds Sewerage Facilities Local Service Area;

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

1. This bylaw may be cited as "Fairwinds Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1182.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Fairwinds Sewerage Facilities Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$239,625.00 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$375.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1183.04

**A BYLAW TO AMEND THE PARCEL TAX
WITHIN THE FAIRWINDS WATER
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 1288, 2002, levy a parcel tax to meet the annual costs of the Fairwinds Water Service Area;

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

1. This bylaw may be cited as "Fairwinds Water Service Area Parcel Tax Amendment Bylaw No. 1183.04, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Fairwinds Water Service Area.
4. The rate per parcel tax shall be the amount obtained by dividing the sum of \$100,630 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$158.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1184.05

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE FRENCH CREEK
SEWERAGE FACILITIES LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Bylaw No. 813, 1990, levy a parcel tax to meet the annual costs of the French Creek Sewerage Facilities Local Service Area;

AND WHEREAS parcel tax levies may be waived or lessened pursuant to Section 201(3) of the *Community Charter*;

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

1. This bylaw may be cited as "French Creek Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1184.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the French Creek Sewerage Facilities Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$278,540.00 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (estimated to be \$290.00).
5. A reduction in the tax levied under paragraph four (4) shall be granted to each parcel of land, the present or previous owner of which has constructed at their own expense any portion of the sewerage or drainage system of the local service area.
6. The annual reduction in parcel tax levies referred to in paragraph five (5) shall be One Hundred Dollars (\$100.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1185.05

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE FRENCH CREEK
BULK WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1050, 1996, levy a parcel tax to meet the annual costs of the French Creek Bulk Water Supply Local Service Area;

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

1. This bylaw may be cited as "French Creek Bulk Water Supply Local Service Area Parcel Tax Rate Amendment Bylaw No. 1185.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the French Creek Bulk Water Supply Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$88,520.00 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (estimated to be \$46.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1186.05

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
FRENCH CREEK WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 874, 1992, levy a parcel tax to meet the annual costs of the French Creek Water Local Service Area;

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

1. This bylaw may be cited as "French Creek Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1186.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the French Creek Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$41,500 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (estimated to be \$176.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1187.05

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
MADRONA POINT WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 788, 1989, levy a parcel tax to meet the annual costs of the Madrona Point Water Local Service Area;

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

1. This bylaw may be cited as "Madrona Point Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1187.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Madrona Point Water Local Service Area.
4. The rate per parcel tax shall be the amount obtained by dividing the sum of \$78,530 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$265.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1188.05

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
NANOOSE BAY BULK WATER SUPPLY
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1049, 1996, levy a parcel tax to meet the annual costs of the Nanoose Bay Bulk Water Supply Local Service Area;

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

1. This bylaw may be cited as "Nanoose Bay Bulk Water Supply Local Service Area Parcel Tax Rate Amendment Bylaw No. 1188.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Nanoose Bay Bulk Water Supply Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$422,050.00 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$184.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1189.05

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
NANOOSE WATER SUPPLY
SPECIFIED AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1372, 2004 levy a parcel tax to meet the annual costs of the Nanoose Water Supply Service Area;

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

1. This bylaw may be cited as "Nanoose Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1189,05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Nanoose Water Supply Specified Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$265,275 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$264.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1190.04

**A BYLAW TO AMEND THE PARCEL TAX
WITHIN THE PACIFIC SHORES SEWER
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1021, 1996, levy a parcel tax to meet the annual costs of the Pacific Shores Sewer Local Service Area.

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

1. This bylaw may be cited as "Pacific Shores Sewer Local Service Area Parcel Tax Amendment Bylaw No. 1190.04, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Pacific Shores Sewer Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing \$26,265.00 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (estimated to \$298.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1191.05

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
SAN PAREIL WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1170, 1999, levy a parcel tax to meet the annual costs of the San Pareil Water Local Service Area;

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

1. This bylaw may be cited as "San Pareil Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1191.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the San Pareil Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$73,440 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$255.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1192.05

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
SURFSIDE SEWER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1124, 1998, levy a parcel tax to meet the annual costs of the Surfside Sewer Local Service Area.

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

1. This bylaw may be cited as "Surfside Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1192.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Surfside Sewer Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$11,845.00 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (estimated to be \$697.00).

Introduced and read three times this 23rd day of March, 2005.

Adopted this 23rd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1193.05

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
SURFSIDE PROPERTIES WATER
SUPPLY SPECIFIED AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 694, 1985, levy a parcel tax to meet the annual costs of the Surfside Properties Water Supply Specified Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 360 of the *Local Government Act*, as follows:

1. This bylaw may be cited as "Surfside Properties Water Supply Specified Area Parcel Tax Rate Amendment Bylaw No. 1193.05, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Surfside Properties Water Supply Specified Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$17,160 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$440.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1194.05

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
WEST BAY ESTATES WATER
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 929, 1994, levy a parcel tax to meet the annual costs of the West Bay Estates Water Local Service Area;

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

1. This bylaw may be cited as “West Bay Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1194.05, 2005”.
2. In this bylaw, unless the context otherwise requires, “Parcel” means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the West Bay Estates Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$43,420 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$258.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1206.04

**A BYLAW TO AMEND THE PARCEL TAX
WITHIN THE MORNINGSTAR WATER
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1125, 1998 levy a parcel tax to meet the annual costs of the Morningstar Water Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 360 of the *Local Government Act*, as follows:

1. This bylaw may be cited as "Morningstar Water Local Service Area Parcel Tax Amendment Bylaw No. 1206.04, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Morningstar Water Local Service Area.
4. The rate per parcel shall be Nil.

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1336.02**

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

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1255, 2001, levy a parcel tax to meet the annual costs of the Driftwood Water Supply Service Area;

AND WHEREAS the Board wishes to provide for the reduction of a parcel tax where a property prepays or pays toward the cost of constructing the works authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001" in accordance with Section 201(3) of the *Community Charter*;

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

1. This bylaw may be cited as "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.02, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Driftwood Water Supply Service Area.
4. The rate per parcel shall be \$944.00.
5. The parcel tax rate in (4) above shall be reduced by \$654.00 for those properties listed on Schedule 'A' to this bylaw in consideration of the prepayment of costs under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".
6. The parcel tax rate in (4) above shall be reduced for those properties listed on Schedule 'C' in the year following the year in which payment of the charges listed on Schedule 'B' to this bylaw is made, in relation to costs incurred under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services

The following properties shall have the parcel tax established under Section 4 (\$654.00) reduced pursuant to Clause (5), in consideration of the prepayment of the cost of works and services authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

Folio 769-10029.601	Lot A, Plan 47448, DL 102, LD 33
Folio 769-10029.611	Lot 2, VIS 3905
Folio 769-10029.612	Lot 1, VIS 3905
Folio 769-10029.613	Lot 3, VIS 3905
Folio 769-10029.650	Lot 1, Plan 21022, DL 102, LD 33
Folio 769-10029.656	Lot 4, Plan 21022, DL 102, LD 33
Folio 769-10029.658	Lot 5, Plan 21022, DL 102, LD 33
Folio 769-10029.660	Lot 6, Plan 21022, DL 102, LD 33
Folio 769-10029.664	Lot 8, Plan 21022, DL 102, LD 33
Folio 769-10029.666	Lot 9, Plan 21022, DL 102, LD 33
Folio 769-10029.670	Lot 11, Plan 21022, DL 102, LD 33
Folio 769-10029.672	Lot 12, Plan 21022, DL 102, LD 33
Folio 769-10029.680	Lot A, Plan 23437, LD 33
Folio 769-10029.685	Lot B, Plan 23437, DL84 & 102, LD 33
Folio 769-10029.690	Lot C, Plan 23437, LD 33
Folio 769-10029.692	Lot D, Plan 23437, LD 33
Folio 769-10029.694	Lot E, Plan 23437, LD 33
Folio 769-10029.696	Lot F, Plan 23437, LD 33
Folio 769-10029.700	Lot 1, Plan 25462, DL 102, LD 33

Chairperson

General Manager, Corporate Services

Where a property listed on Schedule 'C', after January 31, 2005, pays the following charges related to "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001", the parcel tax rate shall be reduced in accordance with Section 6 as consideration of the prepayment of the cost of works and services authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

2005	10,731.20
2005	10,343.39
2006	9,940.07
2007	9,520.61
2008	9,084.38
2009	8,630.69
2010	8,158.86
2011	7,668.16
2012	7,157.83
2013	6,627.08
2014	6,075.10
2015	5,501.05
2016	4,904.03
2017	4,283.13
2018	3,637.40
2019	2,965.84
2020	2,267.41
2021	1,541.05
2022	785.63
2023	0.00

Chairperson

General Manager, Corporate Services

The following properties are identified for the purposes of Section 6:

Folio 769-10029.620	Lot 1, Plan 37193, DL 102, LD 33
Folio 769-10029.625	Lot 2, Plan 37193, DL 102, LD 33
Folio 769-10029.652	Lot 2, Plan 21022, DL 102, LD 33
Folio 769-10029.654	Lot 3, Plan 21022, DL 102, LD 33
Folio 769-10029.662	Lot 7, Plan 21022, DL 102, LD 33
Folio 769-10029.668	Lot 10, Plan 21022, DL 102, LD 33
Folio 769-10029.674	Lot 13, Plan 21022, DL 102, LD 33
Folio 769-10029.676	Lot 14, Plan 21022, DL 102, LD 33
Folio 769-10029.678	Lot 15, Plan 21022, DL 102, LD 33
Folio 769-10029.705	Lot 2, Plan 25462, DL 102, LD 33
Folio 769-10029.710	Lot 3, Plan 25462, DL 102, LD 33
Folio 769-10029.715	Lot 3, Plan 25462, DL 102, LD 33

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1371.01

**A BYLAW TO ESTABLISH THE
PARCEL TAX RATE WITHIN THE
ENGLISHMAN RIVER COMMUNITY WATER
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1354, 2003 levy a parcel tax to meet the annual costs of the Englishman River Community Water Supply Service Area;

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

1. This bylaw may be cited as "Englishman River Community Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1371.01, 2005".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2005 on each parcel recorded on the annual assessment roll prepared for the Englishman River Community Water Supply Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$62,365.00 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$410.00).

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO	
FEB 22 2005	
CHAIR	GMCmS
	GMCrS
CAO	GMDS
	GMES
	<i>[Signature]</i>

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE

February 8, 2005

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Reserve Fund Bylaw Approvals

PURPOSE:

To introduce for three readings and adoption the following reserve fund bylaws:

- Bow Horn Bay Fire Protection Service Building Reserve Fund Bylaw No. 1411.
- Bow Horn Bay Fire Protection Service Insurance Deductible Reserve Fund Bylaw No. 1412.
- Bow Horn Bay Fire Protection Service Fire Hydrant/Storage Reserve Fund Bylaw No. 1413.
- Bow Horn Bay Fire Protection Service Capital Equipment Reserve Fund Bylaw No. 1414.
- Bow Horn Bay Fire Protection Service Vehicle Reserve Fund Bylaw No. 1415.

BACKGROUND:

Earlier in 2005 as the fire department was making its transition to a Regional District service, staff introduced and the Board adopted Bylaw No. 1403 which contained the broad purpose of the "acquisition, expansion, replacement and improvements of the building and equipment of the Bow Horn Bay Volunteer Fire Department". Following further discussion with the department, it would be preferable to establish separate reserves so that contributions and balances can be tracked more precisely. The department currently has invested surplus funds, which have been identified in their Board minutes for some of the purposes noted above (primarily vehicle and equipment replacement) and those funds will be allocated as the opening balances for buildings, vehicles and capital equipment. The original Bylaw No. 1403 will be repealed .

ALTERNATIVES:

1. Approve the bylaws as presented.
2. Provide alternative direction.
3. Do not approve the bylaws.

FINANCIAL IMPLICATIONS:

The department, at the end of 2005 held approximately \$210,000 in a variety of term deposits for future capital purposes. The department proposes to establish the following opening balances for its initial reserve funds:

Vehicle reserve	\$121,250
Firehall reserve	63,900
Major capital equipment reserve	<u>25,000</u>
Total opening balances	<u>\$210,150</u>

The current financial plan includes approximately \$65,000 annually to support a continued contribution program. There are no major items identified for capital improvements in the financial plan however, beyond 2010 the buildings and vehicles will be entering a cycle of replacement.

SUMMARY/CONCLUSIONS:


The Bow Horn Bay Volunteer Fire Department has identified to staff a number of purposes for which formal reserve funds should be established. An earlier reserve fund bylaw, Bylaw No. 1403 is proposed to be repealed and replaced with the series of specific purpose funds as outlined in this report.

Staff recommend adopting the bylaws as presented.


RECOMMENDATION:

1. That "Bow Horn Bay Fire Protection Service Building Reserve Fund Bylaw No. 1411, 2005" be introduced for first three readings.
2. That "Bow Horn Bay Fire Protection Service Building Reserve Fund Bylaw No. 1411, 2005" having received three readings be adopted.
3. That "Bow Horn Bay Fire Protection Service Insurance Deductible Reserve Fund Bylaw No. 1412, 2005" be introduced for first three readings.
4. That "Bow Horn Bay Fire Protection Service Insurance Deductible Reserve Fund Bylaw No. 1412, 2005" having received three readings be adopted.
5. That "Bow Horn Bay Fire Protection Service Fire Hydrant/Storage Reserve Fund Bylaw No. 1413, 2005" be introduced for first three readings.
6. That "Bow Horn Bay Fire Protection Service Fire Hydrant/Storage Reserve Fund Bylaw No. 1413, 2005" having received three readings be adopted.
7. That "Bow Horn Bay Fire Protection Service Capital Equipment Reserve Fund Bylaw No. 1414, 2005" be introduced for first three readings.
8. That "Bow Horn Bay Fire Protection Service Capital Equipment Reserve Fund Bylaw No. 1414, 2005" having received three readings be adopted.


9. That "Bow Horn Bay Fire Protection Service Vehicle Reserve Fund Bylaw No. 1415, 2005" be introduced for first three readings.
10. That "Bow Horn Bay Fire Protection Service Vehicle Reserve Fund Bylaw No. 1415, 2005" having received three readings be adopted.
11. That "Bow Horn Bay Fire Protection Service Reserve Fund Bylaw No.1403 be repealed and any remaining balance be transferred to "Bow Horn Bay Fire Protection Service Vehicle Reserve Fund Bylaw No.1415".



Report Writer



General Manager Concurrence



C.A.O. Concurrence

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1411**

**A BYLAW TO ESTABLISH A BUILDING RESERVE FUND FOR
THE BOW HORN BAY FIRE PROTECTION SERVICE**

WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS the Bow Horn Bay Volunteer Fire Department wishes to establish a reserve fund for major repairs, acquisition, construction or upgrading of its firehall facilities;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "Bow Horn Bay Fire Protection Service Building Reserve Fund".
2. Money from the current revenue of the Bow Horn Bay Fire Protection Service function, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be deposited in a separate bank account or invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for the acquisition, expansion, replacement and improvement of the buildings and equipment of the Bow Horn Bay Volunteer Fire Department.
5. This bylaw may be cited as the "Bow Horn Bay Fire Protection Service Building Reserve Fund Bylaw No. 1411, 2005".

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1412**

**A BYLAW TO ESTABLISH AN INSURANCE DEDUCTIBLE
RESERVE FUND FOR THE BOW HORN BAY
FIRE PROTECTION SERVICE**

WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS the Bow Horn Bay Volunteer Fire Department wishes to establish an insurance deductible reserve fund in order to cover the cost of a large property loss;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "Bow Horn Bay Fire Protection Service Insurance Deductible Reserve Fund".
2. Money from the current revenue of the Bow Horn Bay Fire Protection Service function, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be deposited in a separate bank account or invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for paying the deductible amount arising from a property loss claim of the Bow Horn Bay Volunteer Fire Department.
5. This bylaw may be cited as the "Bow Horn Bay Fire Protection Service Insurance Deductible Reserve Fund Bylaw No. 1412, 2005".

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1413**

**A BYLAW TO ESTABLISH A FIRE HYDRANT/STORAGE
RESERVE FUND FOR THE BOW HORN BAY
FIRE PROTECTION SERVICE**

WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS the Bow Horn Bay Volunteer Fire Department wishes to establish a reserve fund to provide for costs related to replacing fire hydrants and/or water storage facilities;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "Bow Horn Bay Fire Protection Service Fire Hydrant/Storage Reserve Fund".
2. Money from the current revenue of the Bow Horn Bay Fire Protection Service function, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be deposited in a separate bank account or invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for major repairs, replacement, acquisition or construction of fire hydrants or water storage facilities for the Bow Horn Bay Volunteer Fire Department.
5. This bylaw may be cited as the "Bow Horn Bay Fire Protection Service Fire Hydrant/Storage Reserve Fund Bylaw No. 1413, 2005".

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1414**

**A BYLAW TO ESTABLISH A CAPITAL EQUIPMENT RESERVE FUND FOR
THE BOW HORN BAY FIRE PROTECTION SERVICE**

WHEREAS Section 814(3) of the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS the Bow Horn Bay Volunteer Fire Department wishes to establish a reserve fund to provide for acquiring, replacing or upgrading capital equipment;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "Bow Horn Bay Fire Protection Service Capital Equipment Reserve Fund".
2. Money from the current revenue of the Bow Horn Bay Fire Protection Service function, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be deposited in a separate bank account or invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for major repairs, replacement, acquisition or upgrading of capital equipment for the Bow Horn Bay Volunteer Fire Department.
5. This bylaw may be cited as the "Bow Horn Bay Fire Protection Service Capital Equipment Reserve Fund Bylaw No. 1414, 2005".

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1415**

**A BYLAW TO ESTABLISH A VEHICLE RESERVE FUND FOR
THE BOW HORN BAY FIRE PROTECTION SERVICE**

WHEREAS the reserve fund established under bylaw 1403 provided for funds to be expended for “the acquisition, expansion, replacement and improvement of the buildings and equipment of the Bow Horn Bay Volunteer Fire Department”;

AND WHEREAS the Bow Horn Bay volunteer Fire Department wishes to separate its reserve fund monies in order to better account for the purposes for which they were raised;

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

1. “Bow Horn Bay Fire Protection Service Reserve Fund Bylaw No. 1403, 2005” is hereby repealed.
2. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the “Bow Horn Bay Fire Protection Service Vehicle Reserve Fund”.
3. Money from the current revenue of the Bow Horn Bay Fire Protection Service function, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
4. The money set aside may be deposited in a separate bank account or invested in the manner provided by the *Local Government Act* until its use is required.
5. Money in the reserve fund shall be used for major repairs, replacement, acquisition or upgrading of vehicles for the Bow Horn Bay Volunteer Fire Department.
6. This bylaw may be cited as the “Bow Horn Bay Fire Protection Service Vehicle Reserve Fund Bylaw No. 1415, 2005”.

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO		
FFB 2 2 2005		
CHAIR		GMCmS
		GMCrS
CAO		GMS
		GMS

MEMORANDUM

TO: C. Mason
General Manager, Corporate Services

DATE: January 18, 2005

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: A Bylaw to Authorize Temporary Borrowing Before Revenues are Received.

PURPOSE

To obtain approval of "Regional District of Nanaimo 2005 Revenue Anticipation Borrowing Bylaw No. 1422, 2005".

BACKGROUND

Section 821 of the *Local Government Act* permits short term borrowing to meet anticipated operating expenditures prior to the receipt of annual operating revenues. There are a number of large capital projects planned for 2005 and staff believe it to be prudent to have a modest operating line of credit to meet our expenditures as they come due.

ALTERNATIVES

1. Approve and adopt this bylaw.
2. Do not adopt the bylaw.

FINANCIAL IMPLICATIONS


The current account of the Regional District is generally sufficient to meet operating expenditures. This line of credit authority will only be used in the event that expenditures must be made before revenues from annual user fee billings and tax requisitions are received.


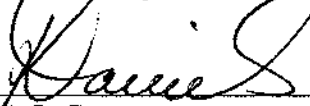
SUMMARY/CONCLUSIONS

Section 821 permits a Regional District to borrow temporarily in advance of receiving all of its annual revenues, to meet its lawfully budgeted expenditures. Generally, the Regional District has not needed to draw on a line of credit, however, there are several large projects underway and forthcoming and staff believe it prudent to secure a modest operating line of credit. Any draw down on the line of credit will be repaid on or before the end of the year.

RECOMMENDATION

1. That "Regional District of Nanaimo 2005 Revenue Anticipation Borrowing Bylaw No. 1422, 2005" be introduced for first three readings.
2. That "Regional District of Nanaimo 2005 Revenue Anticipation Borrowing Bylaw No. 1422, 2005" having received three readings be adopted.


Report Writer


General Manager Concurrence

C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1422

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING
OF MONEY PENDING THE RECEIPT OF ANNUAL REVENUES**

WHEREAS it is provided by Section 821 of the *Local Government Act* that the Regional Board may by bylaw borrow temporarily to meet its current lawful expenditures before its revenue from all sources has been received;

AND WHEREAS, it is deemed prudent to provide for the temporary borrowing of funds for the year 2005;

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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$2,000,000.00 to meet its current lawful expenditures before its revenue from all sources has been received.
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the Manager of Financial Services or their designates.
3. Money borrowed under this bylaw shall be repaid when the anticipated revenues for the year 2005 are received.
4. This bylaw may be cited as "Regional District of Nanaimo 2005 Revenue Anticipation Borrowing Bylaw No. 1422, 2005".

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO	
MAR - 2 2005	
CHAIR	GMCmS
	GMCrS
CAO	GMDS
	GMES
COW	

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

DATE: March 1, 2005

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Implementation of a Hotel Tax

PURPOSE:

To outline the steps for implementing a hotel tax in Electoral Areas E, F, G and H.

BACKGROUND:

The Oceanside Tourism Association recently made a presentation to the Board requesting support for implementing a 2% hotel tax in Electoral Areas E, F, G and H. The tax would supplement funds collected under the authority of hotel tax bylaws in the City of Parksville and the Town of Qualicum Beach, which are used by the association to promote tourism to the area. The Association has taken the first steps in the implementation process, by canvassing eligible room providers for their support – they have documented support from 8 out of 12 eligible room providers in the Electoral Areas surrounding the City and the Town.

As reported by the Association, hotel tax revenues are collected from room providers through the Provincial Consumer Taxation Branch, forwarded to a local government body and are subsequently distributed by the local government to the service provider(s) identified in the business plan supporting the hotel tax application. There is generally minimal administrative intervention on the part of the local government and any reporting required under the guidelines would typically be delegated through a service contract with the tourism association.

Unlike a municipality, which has automatic authority to pass a hotel tax bylaw for their jurisdiction, the process is more complicated in a Regional District. Staff were recently made aware that the Kitimat-Stikine Regional District became the first Regional District in BC to authorize a hotel tax under the authority of their Economic Development service. Such a service does not currently exist in the Regional District of Nanaimo, however the *Local Government Act* does not preclude us from taking steps to create a service to collect the hotel tax. Creating a service for this purpose is relatively straightforward and would be accomplished using the alternative approval process.

ALTERNATIVES:

1. Create a service for the purpose of collecting a 2% hotel tax in Electoral Areas E,F, G and H.
2. Decline to proceed at this time.

FINANCIAL IMPLICATIONS:

The hotel room tax carries no financial implications for property owners. The Oceanside Tourism Association estimates that hotel room tax revenues could amount to up to \$25,000 from within Electoral Areas E, F, G and H. This represents about 55% of the amount currently collected within the boundaries of the Town of Qualicum Beach and would be a substantial increase to the Association's revenues.

In theory there should be little or no cost to implementing the hotel room tax, however, it is likely given the documentation reviewed by staff, that most jurisdictions incur staff related costs to maintain a certain awareness of and to comment on the activities of the service provider in their areas. By way of example, because the hotel room tax in Kitimat-Stikine is administered under an economic development service these costs are absorbed within the staff costs charged to that service. Staff cannot quantify how this might impact the tax revenues collected in Electoral Areas E, F, G and H.

Finally, as this is a new service any costs incurred for advertising the establishing bylaws would be recoverable from the first year's "budget". Staff estimate advertising costs of approximately \$500 to \$700 for this purpose.

OTHER COMMENTS

The timeframe to create the service to collect the tax is approximately as follows:

Introduce establishing bylaw for first three readings And forward to the Province for approval.	March 22 nd
Proceed with voter assent under alternative Approval process (advertising, etc.).	March 28 th to April 30 th
Bylaw is successful and forwarded for Board adoption.	May 24 th or June 21 st depending on bylaw approval from Province, etc.
Hotel tax is implemented.	Depends on Provincial Ministry of Finance – 4 to 5 months from receipt of application.


SUMMARY/CONCLUSIONS:

The Board has been approached by the Oceanside Tourism Association to implement a 2% hotel room tax in Electoral Areas E, F, G and H. There is no direct authority for a Regional District to pass a hotel room tax bylaw. A Regional District must have statutory authority for its actions which means we must adopt a service establishing bylaw to have this tax collected on our behalf.


A service would be established using the alternative approval process and can be done at any time during the year. Once established a budget amendment would follow to incorporate the tax revenues collected and disbursed. Should the Board wish to proceed, staff recommend that the Oceanside Tourism Association be requested to complete all of the application requirements for the hotel tax to the satisfaction of staff prior to the adoption of the bylaw.

RECOMMENDATION:

1. That a service be created for the purpose of collecting a 2% hotel room tax in Electoral Areas E, F, G and H and that consent be obtained through the alternative approval process.
2. That the Oceanside Tourism Association be required to complete all of the application components to implement a hotel room tax to the satisfaction of Regional District staff prior to the adoption of the hotel room tax bylaw.



Report Writer



C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
FEB 24 2005	
CHAIR	GMCMS
	GMCrs
CAO	GMDS
	GMES
<i>Call</i>	

NANAIMO REGIONAL HOSPITAL DISTRICT MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

DATE: February 22, 2005

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: 2005 Annual Budget for the Nanaimo Regional Hospital District

PURPOSE:

To introduce and recommend adoption of "Nanaimo Regional Hospital District 2005 Annual Budget Bylaw No. 136, 2005".

BACKGROUND:

The annual budget for the Regional Hospital District is unchanged from the provisional estimates approved by the Board in December 2004. The provisional budget provided for the following components:

Property taxes	\$ 5,031,655
Minor capital equipment grants	\$ 1,773,575
Major capital equipment grants	\$ 360,000
Allowance to borrow up to \$774,000 for other major capital projects.	

The annual budget must be adopted by bylaw on or before March 31, 2005.

ALTERNATIVES:

1. Adopt Bylaw No. 136.
2. Amend the budget and adopt an amended bylaw.

FINANCIAL IMPLICATIONS:

The 2005 budget raises property taxes by about 2.5% at an estimated cost of \$35.16 per \$100,000.

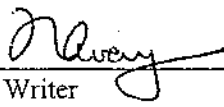
SUMMARY/CONCLUSIONS:

There are no changes to the proposed 2005 budget since the provisional estimates were adopted in 2004. Property tax support for the 2005 budget is \$5,031,655, a 2.5% increase over 2004.


Staff recommend adopting the annual budget bylaw as presented.

RECOMMENDATION:

1. That "Nanaimo Regional Hospital District Annual Budget Bylaw No. 136, 2005" be introduced for first three readings.
2. That "Nanaimo Regional Hospital District Annual Budget Bylaw No. 136, 2005" having received first three readings, be adopted.



Report Writer



CAO Concurrence

COMMENTS:

**NANAIMO REGIONAL HOSPITAL DISTRICT
BYLAW NO. 136**

**A BYLAW TO ADOPT THE ANNUAL
BUDGET FOR THE YEAR 2005**

The Nanaimo Regional Hospital District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "Nanaimo Regional Hospital District 2005 Annual Budget Bylaw No. 136, 2005".
2. Schedule 'A' attached hereto and forming part of this bylaw is the Annual Budget for the Nanaimo Regional Hospital District for the year ending December 31, 2005.

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager Corporate Services

Property taxes	\$5,031,655
Grants in lieu	26,000
Interest	53,000
	<u>\$5,110,655</u>
Administration	\$8,325
Debt servicing	3,392,770
Capital equipment grants (minor)	1,773,575
Capital equipment grants (major)	360,000
	<u>\$5,534,670</u>
Current surplus(deficit)	(424,015)
Prior year surplus applied	1,290,950
Net surplus for future years	<u>\$ 866,935</u>

REGIONAL DISTRICT OF NANAIMO	
FEB 25 2005	
CHAIR	GMCmS
	GMCrS
CAO	GMDS
	GMES

TO: Stan Schopp
Manager, Building Inspection Services *Call*

DATE: February 25, 2005

FROM: Allan Dick
Senior Building Inspector

FILE: 3810-20

SUBJECT: Section 57 of the Community Charter - Contravention of Bylaw Meeting Date – March 8, 2005

PURPOSE

To provide for the Committee's review, proposed Section 57 filings on properties which have outstanding occupancy or safety issues that contravene Building Bylaw No. 1250.

BACKGROUND

The individual area inspectors have worked closely with the property owners to resolve outstanding issues prior to the sending of letters. A minimum of two letters addressing deficiencies has been sent to the registered property owners. Where required, the Manager and/or the Senior Building Inspector have been involved with proposed resolutions. At this time we are unable to approve construction at the indicated addresses.

SUMMARY OF INDIVIDUAL INFRACTIONS

Electoral Area G

1. Owners Name: Gary and Gloria McKinnon
 Legal Description: Lot 20, Block 564, Plan VIP76465, Nanoose District
 Street Address: **2016 Kaye Road**
Summary of Infraction:
 August 19, 2004 – permit issued for SFD
 February 2, 2005 – Notice left on site; SFD occupied without an occupancy permit
 February 9, 2005 – letter sent; occupancy required
 February 22, 2005 – Supervisor contacted owner regarding occupying SFD
 February 23, 2005 – Supervisor forwarding file for Section 57 filing

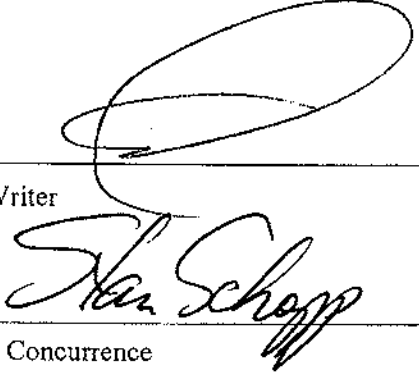
2. Owners Name: Christopher and Kristin Sandeman-Allen
 Legal Description: Lot 5, Block 419, Plan 30113, Nanoose District
 Street Address: **289 Ailsbrook Road**
Summary of Infraction:
 September 2, 2004 – Stop Work Order posted; permit required for garage
 September 8, 2004 – letter sent via courier; stop work
 January 12, 2005 – Supervisor met owner on site to discuss outstanding issues
 February 2, 2005 – owner emailed plans to RDN office
 February 3, 2005 – owner contacted; S57 filing process explained
 February 23, 2005 – Supervisor forwarded file for Section 57 filing
 February 23, 2005 – Supervisor continuing to work with owner to resolve issues

RECOMMENDATION

That a notice be filed against the titles of the properties listed, pursuant to Section 57 of the *Community Charter* and that if the infractions are not rectified within ninety (90) days, legal action will be pursued.

Report Writer

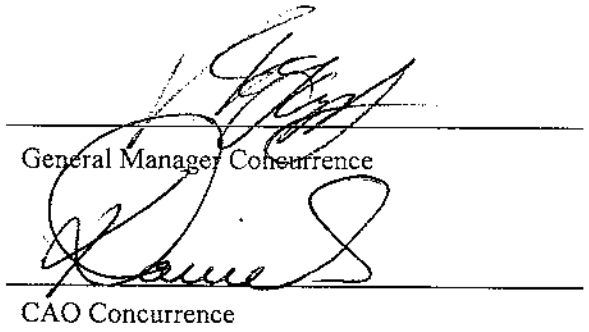
Manager Concurrence



A large, stylized handwritten signature, likely 'Stan Schopp', is written over a horizontal line. The signature is written in black ink and is highly cursive.

General Manager Concurrence

CAO Concurrence



A large, stylized handwritten signature is written over a horizontal line. The signature is written in black ink and is highly cursive.

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
FFR 7 8 2005	
CHAIR	GMCMS
	GMCFS
CAO	GMDS
	GMES
<i>[Signature]</i>	

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

DATE: February 23, 2005

FROM: John Finnie, P. Eng.
General Manager of Environmental Services

FILE: 5620-01-AWS

SUBJECT: Mt. Arrowsmith Aquifers Modeling Study

PURPOSE

For the Board to receive for information the report on the Mt. Arrowsmith Aquifers Modeling study.

BACKGROUND

In September 2002 the Board directed that funds be included in the 2003 budget for the RDN to participate in a hydrogeological study for the Englishman River and French Creek watersheds.

The work was undertaken in 2003 and 2004 with collaboration and financial support (\$7,500 each) from the RDN, the Town of Qualicum Beach, the City of Parksville, and Breakwater Enterprises. EBA Engineering Consultants Ltd. provided substantial in-kind support (approximately \$70,000) for the project from their Research & Development program and a \$5,000 grant was also provided by the BC Ministry of Water Land & Air Protection. The participants supported EBA undertaking the study based on their previous involvement and familiarity with the Englishman River and French Creek watersheds and their offer to participate financially in the project.

The report describes the results of a hydrogeological study, including numerical modeling, of the groundwater flow regime located between the Englishman River, the Little Qualicum River, the Mt. Arrowsmith Range and the Strait of Georgia on the east coast of Vancouver Island (the "Mt. Arrowsmith Aquifers Corridor"). One of the components of the study was the development of a hydrogeological model to characterize the aquifers in this area and to attempt to understand their sustainability.

It is not the intent of this staff report to go into the details of the study methodology or the numerical modeling exercise. If the Board wishes, arrangements can be made for EBA to formally present this information. However, a copy of the text of the EBA report with EBA's conclusions and recommendations is attached as Appendix A.

One of the intentions of the numerical modeling project was that it would allow the definition of recharge and discharge zones and groundwater travel paths. The hydrogeologic conditions identified in the study area are very complex and to model effectively, EBA has concluded that additional input and further modeling than originally was anticipated are required to accurately define the hydrogeological conditions. EBA estimates that approximately 70% of the work required to fully complete the original goals of the project have been completed.

Nonetheless, based on the information gathered and the modeling completed to date, EBA has concluded that at the present time there is evidence that the current extraction rates within some of the pumping centres (areas with a higher density of groundwater wells) in the study area are locally unsustainable. Evidence suggests that some groundwater levels are showing decreasing trends. Combined with the recent climatic trends toward warmer drier conditions, EBA has suggested a number of recommendations for consideration.

Coincidentally, the Board and/or staff have already identified or undertaken a number of initiatives that compliment the report recommendations, for example:

- Stress on the aquifer supplying the RDN French Creek Water LSA will be significantly reduced with the transfer of the Chartwell subdivision to Qualicum Beach.
- A number of new water conservation initiatives are underway, including more advanced watering restrictions, review of our water user rate schedules, support for low water use plumbing fixtures and landscaping, enhancement to our web site and promotion of the Zero Waste Initiative for water use.
- Participation in the recently created Vancouver Island Watershed Protection Initiative that is being partnered by the Vancouver Island Health Authority, Vancouver Island Regional Districts, and the Ministry of Water Land & Air Protection (see separate report on this agenda).
- Regular monitoring of groundwater water quality and groundwater levels.

ALTERNATIVES

1. Receive the EBA Mt. Arrowsmith Aquifers Modeling Project report for information.
2. Receive the EBA Mt. Arrowsmith Aquifers Modeling Project report for information and direct staff to consider the conclusions and recommendations of the report in establishing water supply management and watershed and aquifer protection priorities within the regional district.

INTERDEPARTMENTAL IMPLICATIONS

One of the recommendations of the report pertains to future land planning and development in areas where pumping centres may currently be stressing the aquifer(s). Presently new development within the RDN is required to prove viable water supply and supporting hydrogeological assessments are required. Staff will give consideration to the need, in certain areas, of expanding the terms of reference for these studies to give more consideration to long term impacts and sustainability.

INTERGOVERNMENTAL IMPLICATIONS

The Arrowsmith Water Service Management Committee received a verbal report on the study at their January 19, 2005 meeting and directed AWS staff to report back to the AWS Management Committee after the EBA report was presented to the respective Councils and Board.

As presented in a separate report on this agenda, the Vancouver Island Health Authority is championing the development of a Vancouver Island Watershed Protection initiative to facilitate and coordinate regional and provincial activities related to watershed management and drinking water protection on Vancouver Island. Referring the Mt. Arrowsmith Aquifers Modeling Study to the Steering Committee formed under this initiative may assist in identifying this area as one of the priorities for watershed protection on the island and facilitate any future funding opportunities.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

There is some public interest in this report. There are a couple of minor typographical adjustments to the report required so once the Board has received this report and a signed copy has been received from EBA, the report will be available to the public.

SUMMARY/CONCLUSIONS

In September 2002 the Board directed that the RDN participate in a hydrogeological study for the Englishman River and French Creek watersheds. The work was undertaken with collaboration and financial support from the RDN, the Town of Qualicum Beach, the City of Parksville, and Breakwater Enterprises. EBA Engineering Consultants Ltd. provided substantial in-kind support for the project and a grant was also provided by the BC Ministry of Water Land & Air Protection.

The report describes the results of a hydrogeological study, including numerical modeling, of the groundwater flow regime located between the Englishman River, the Little Qualicum River, the Mt. Arrowsmith Range and the Strait of Georgia on the east coast of Vancouver Island. One of the components of the study was the development of a hydrogeological model to characterize the aquifers in this area and to attempt to understand their sustainability. The report's conclusions and recommendations are attached as Appendix A.

Based on the information gathered and the modeling completed to date, EBA concludes that at the present time there is evidence that the current extraction rates within some of the pumping centres (areas with a higher density of groundwater wells) in the study area are locally unsustainable. Evidence suggests that some groundwater levels are showing decreasing trends. Combined with the recent climatic trends toward warmer drier conditions, EBA has suggested a number of recommendations for consideration. The RDN has already identified or undertaken a number of initiatives that compliment the report recommendations, and recommend that they be considered when establishing water and watershed related priorities in the region.

RECOMMENDATIONS

1. That the EBA Engineering Consultants Ltd. Mt. Arrowsmith Aquifers Modeling Project report be received for information.
2. That staff be directed to consider the conclusion and recommendations of the report in establishing water supply management and watershed and aquifer protection priorities within the regional district.
3. That staff be directed to convey the report to the newly formed Vancouver Island Watershed Protection Steering Committee to assist the committee in establishing priorities and action plans for watershed protection on Vancouver Island.



Report Writer



CAO Concurrence

COMMENTS:

EBA Engineering Consultants Ltd.

Creating and Delivering Better Solutions

MT. ARROWSMITH MODELING PROJECT
PARKSVILLE AREA, BC

Prepared by:

EBA ENGINEERING CONSULTANTS LTD.
Nanaimo, BC

Submitted to:

Regional District of Nanaimo
City of Parksville, Town of Qualicum Beach
Breakwater Enterprises and Ministry of Water, Land and Air Protection

Project No. 0802-2840000

January, 2005

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Figure 1 Factors Affecting Recharge

Figure 2 (a through d): Sustainable Extraction

Figure 3 Sources of Recharge to the Study Area (Based on Model Results)

APPENDICES

Appendix A – Snapshots of Model Development

Appendix B – Calibration Results

Appendix C - Water level fluctuations in BCWLAP monitoring wells

Appendix D – Environmental Report – General Conditions



1.0 INTRODUCTION

This report describes the results of a comprehensive hydrogeological study (including numerical modeling) of the groundwater flow system located between the Englishman River, the Little Qualicum River, the Mt Arrowsmith Range and the Strait of Georgia on the east coast of Vancouver Island, BC. This work was completed by EBA Engineering Consultants Ltd. (EBA) in partnership with the Regional District of Nanaimo, the Town of Qualicum Beach, the City of Parksville, Breakwater Enterprises Ltd. and the Ministry of Water, Land and Air Protection (herein referred to as "the Coalition").

Approximate 20,000 people live in the study area and rely heavily on groundwater as a source of drinking water. Both water availability and vulnerability are important issues for the public and the people responsible for the management of this valuable resource at the various levels of government. The purpose of this study was to investigate the groundwater regime in the study area and to provide guidance and recommendations to the Coalition for the sustainable management of groundwater in this area.

In this report, when the term "regional" is used, it does not refer to the territory under the Regional District of Nanaimo's jurisdiction, but to the global area where the study was completed.

1.1 Background

On behalf of Breakwater, EBA has managed and monitored the aquifers in the Mt. Arrowsmith watershed area since 2000. Work completed consisted of identifying and characterizing the aquifers used by the utility, compiling monitoring data (e.g. production rates, volume of water extracted from the aquifers and fluctuation of the water levels), and assessing the impact of the extraction on the groundwater resource. This work then expanded to a detailed characterization of aquifers in the area where Breakwater and the Regional District of Nanaimo operate their production wells. The study was completed using spreadsheets to compile the information and GIS to produce 2D and 3D maps.

The findings of EBA's work indicated that groundwater levels in some of the pumping centres in the Parksville area were dropping at rates that exceeded the regional trends. EBA, subsequently, proposed the development of a numerical groundwater model to simulate the regional groundwater flow system to generate a tool to forecast aquifer capacities and sustainable yields. The specific goals of the groundwater model were as follows:

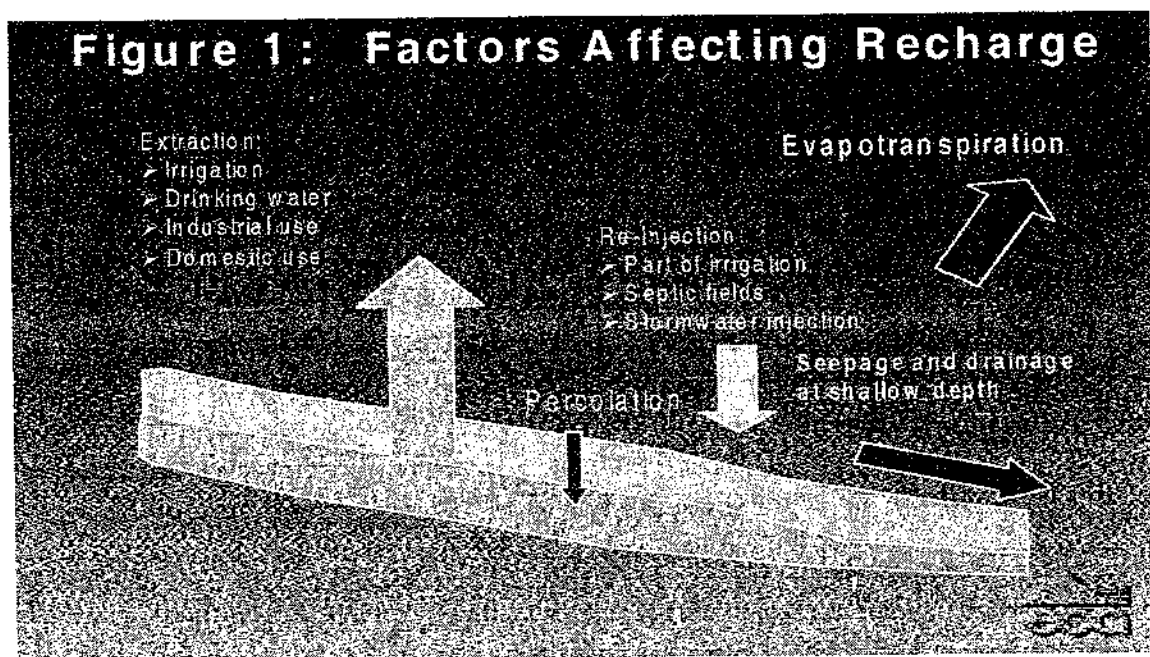


- To better understand the existing groundwater regime in the study area (hydraulic characteristics, recharge potential and interactions/interconnection between the multiple aquifers).
- To identify the water supply capacity of the aquifers in the study area to meet existing and future potential demands.
- To assist in the sustainable management of water extraction and storm water disposal in the area.

Initially, this project was wholly funded as an EBA Research and Development project, but once EBA had the work underway, the Coalition members decided to contribute to the effort.

1.2 A Question of Sustainability

The sustainability of a groundwater resource on a regional basis is a function of the amount of recharge to an area as a whole and the availability of the recharge to specific aquifers. Figure 1 provides an example of inputs and outputs to an aquifer.



In an ideal and perfectly sustainable situation, all the water extracted would be returned to its origin (the aquifers). In the Mt. Arrowsmith watershed, only a small percentage of the water extracted from the aquifers is returned to these aquifers. The following figures (2a through 2d) illustrate the concept of sustainability.

Figure 2a, below, shows that without precipitation, the water table would be flat, approximately at sea level. Under this scenario, there is no flow system.

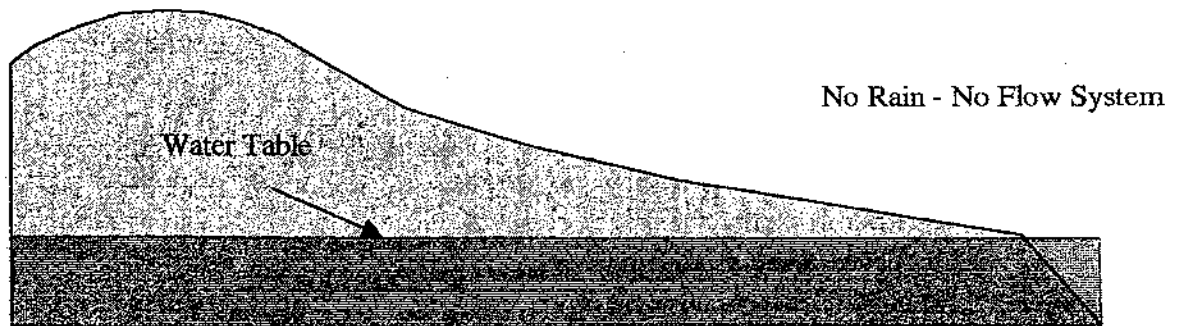


Figure 2b, below, demonstrates that with precipitation (assuming constant climatic conditions), an equilibrium has been reached. A percentage of the precipitation is responsible for creating and maintaining the groundwater regime and the elevation of the water table. A stable condition of flux is achieved.

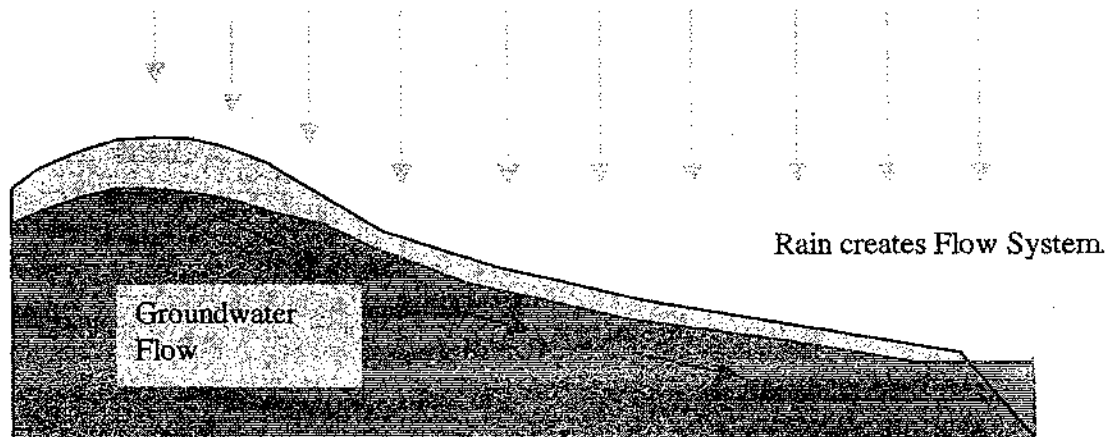


Figure 2c, below, introduces a pumping situation. The water table is drawn down and there is a modification of the groundwater flux. The impact of the modified flux (e.g., less water being discharged to creeks due to the locally lower water table) is considered acceptable, or sustainable.

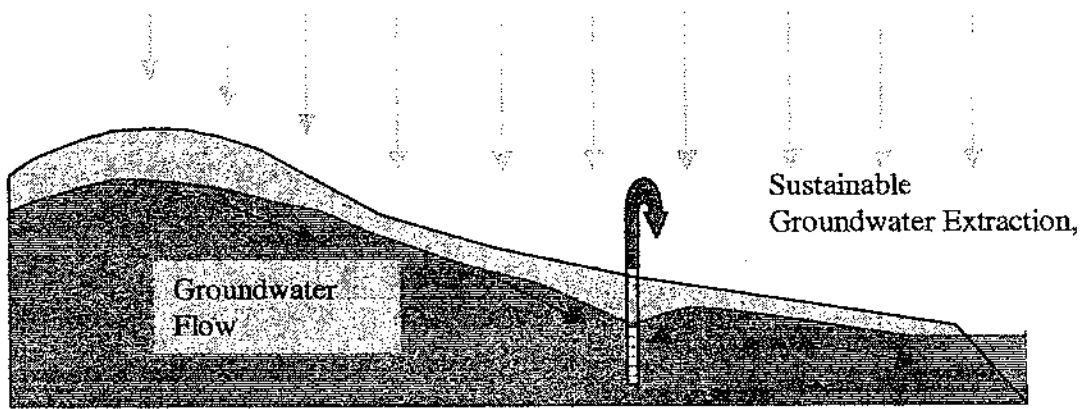
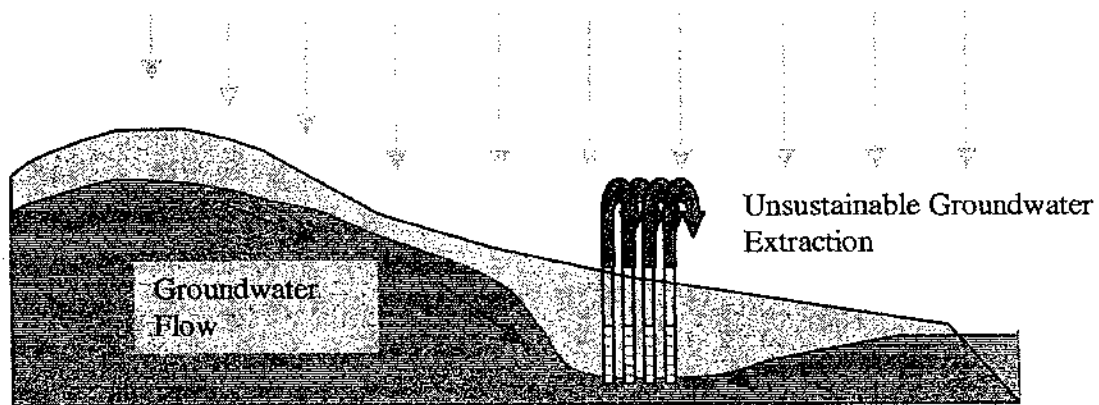


Figure 2d, below, illustrates the pumping situation wherein water is being extracted at a rate where the consequences (e.g. rate of depletion of the aquifers, the reduction in discharge to creeks) are considered unacceptable. The situation is then considered unsustainable.



So sustainability is a very relative term, which is a function of the impacts and the level of risks accepted. Here are some definitions of sustainable yield, as defined by founders of modern hydrogeology:

“Under natural conditions...previous to development by wells, aquifers are in a state of approximate dynamic equilibrium. Discharge by wells is thus a new discharge superimposed upon a previously stable system, and it must be balanced by an increase in the recharge of the aquifer, or by a decrease in the old natural discharge, or by loss of storage in the aquifer, or by a combination of these.” (Theis, 1940)

“The safe yield of a groundwater basin is the amount of water which can be withdrawn from it annually without producing an undesired result.” (Todd, 1959)

“The amount of groundwater one can withdraw without getting into trouble.” (Lohman, 1979)

2.0 DESCRIPTION OF STUDY AREA

2.1 General

The study area is approximately 270 km² in size. It lies within the narrow coastal lowland on the east coast of Vancouver Island. This lowland is bounded by Georgia Strait to the north and by mountainous terrain (Vancouver Island Range) to the south. Little Qualicum River and Englishman River bound the study area to the west and east, respectively.

The coastal lowland is in the rainshadow of the Vancouver Island Range resulting in warm, dry summers and wet, mild winters. Total annual precipitation published by Environment Canada for two nearby weather stations (Nanaimo Airport and Qualicum River) range from 1144 to 1293 mm.

Elevations across the upland areas range between approximately 200 m above sea level (m-asl) at the southern end of the property to 0 m-asl at the north end along the Georgia Strait.

2.2 Surface Water Drainage

The Englishman River bounds the study area to the east while the Little Qualicum River bounds it to the west. French Creek, Morningstar Creek and Whiskey Creek are also surface water features located within the study area. French Creek, Englishman River and Little Qualicum River have at times been gauged by Environment Canada.

According to flow data collected at the Water Survey Canada hydrometric station near Parksville (08HB002), the mean monthly discharge of the Englishman River varies between a minimum of 1.26 m³/s in August and a maximum of 29.25 m³/s in December, resulting in an annual mean of 13.7 m³/s. The station near Qualicum Beach (08HB29)

recorded a mean monthly discharge for Little Qualicum River (regulated, 1978-1986 period) that varies between a minimum of 1.59 m³/s, a maximum of 20.62 m³/s and averages 11.35 m³/s. The station near the pumphouse at French Creek (08HB078) has only been monitored periodically between 1990 and 1996 and indicates an estimated mean monthly flow in the order of 2.6 m³/s.

Whiskey Creek and Morningstar Creek are not gauged.

2.3 Bedrock

Based on information reported by the Geological Survey of Canada (1969), bedrock in the study area consists of tuff and breccia, limestone, argillite, quartzite and greenschist underlying sandstone, shale, coal and minor conglomerate of the Comox Formation.

Local faulting of the bedrock may enhance the permeability of the rock mass such that locally, bedrock aquifers may produce somewhat greater yields to wells when compared to zones of bedrock that are not faulted. Fractured bedrock may also play a role in the lateral transfer of groundwater.

2.4 Overburden Deposits

The soil deposits in this part of Vancouver Island have three main origins (glacial, marine and fluvial). The type, thickness and extent of the various overburden deposits is a function of the sequence of geologic events that occurred (e.g. rise and drop of sea level, advancement and melting of the glaciers during the various glacial episodes, erosion and deposition caused by streams, etc.).

According to Clague (1977), on the southeast coast of Vancouver Island, the overburden deposits consists of three formations. One of these three formations, the Quadra Sand, consists of horizontally and cross-stratified, well sorted sand, minor silt, and gravel. It is overlain by till and related glacial sediments deposited during the Fraser glaciation and is underlain by fluvial, estuarine, and marine sediments deposited during the preceding nonglacial interval. The Quadra Sand plays an important role in the subsurface hydrogeology because it can store and transmit groundwater, and has a high potential as a drinking water source.

3.0 SCOPE OF WORK

Two main phases of work were carried out in the development of the numerical groundwater model. The first phase of work pertained to the collection and synthesis of available data to permit the formulation of the conceptual hydrogeological model. The second phase of work consisted of turning the conceptual model into a working numerical finite-difference groundwater flow model. More specifically, the tasks addressed in the project to date have included the following:

Relevant information on local and regional hydrogeologic conditions was collected. This included published geologic reports, well logs, water quality reports and information on surrounding municipal water systems from our in-house files;

Maps and cross sections were prepared to identify the thickness and lateral boundaries of aquifers and to determine the relationship between the aquifers and surface water systems;

A conceptual hydrogeologic model was developed detailing the geometry of the aquifer systems, sources of recharge and hydraulic relationship with surface water systems;

A preliminary numerical finite-difference groundwater flow model was developed and used to simulate recharge sources for the regional groundwater flow system;

This technical report was prepared describing the evaluation methods used, the results obtained and the conclusions reached.

4.0 PHASE 1 - DEVELOPMENT OF THE CONCEPTUAL MODEL

The purpose of a conceptual model is to identify relevant features and parameters that would influence the development of a 3D numerical groundwater model for the area. This includes the following: thickness and areal extent of each aquifer, potential boundary conditions, and recharge/discharge zones. Construction of the conceptual model allowed EBA to thoroughly review existing data available to calibrate the model.

4.1 Methodology

The previous projects EBA had been involved with in the area had resulted in the compilation of the preliminary baseline hydrogeological data for a portion of the study area. In order to create the conceptual model for the study area, EBA completed the following tasks:

Examination of existing water well database and addition of appropriate georeference, elevation, well identification, stratigraphic and hydraulic data for areas not covered during previous studies (Qualicum Beach, Coombs, etc.). This data was compiled from available trim maps, well log data from the Ministry of Water, Land and Air Protection water well database and from consultant's reports (provide references) provided to EBA from the Coalition members. This process required the review and interpretation of over 1200 well logs.

Creation of detailed cross-sections that describe the stratigraphy relatively small scale and correction of EBA's geological database. 59 cross-sections were created and used to identify the stratigraphic distribution of hydrogeological units of interest: permeable (potential aquifers), less permeable (aquifers) and bedrock. EBA then compared each well log description in our water well database with the described stratigraphy to verify our interpretation, to interpolate (where possible) the continuation of geological units of interest, to correct the data base records and to screen out anomalous geological descriptions within the database.

Preparation of plans showing the horizontal distribution and continuity of permeable and less permeable units on a regional basis. This information was used by EBA in conjunction with the cross-sections to formulate an understanding of the regional geological setting. It was then cross-referenced against the well logs available across the study area to allow EBA to assess the degree of confidence that could be placed on our geological interpretation applied to each area and to identify areas where information was seriously limited.

Compilation of all other available hydraulic data required for the numerical model. This information included the estimation of boundary conditions (for the purpose of defining the model domain as well as the questions that needed to be addressed with respect to the potential stream interconnection with the aquifers), location of major production wells or well fields, stream or river locations and available stage data, available hydraulic



properties for the different units identified, climate data and all available observation and monitoring well data. (provide references for all reports) EBA used the available water level data provided on the well log records to estimate groundwater levels across the study area for the different aquifers.

4.2 Creation of the “Conceptual Model”

EBA translated our interpretation of the regional groundwater system within the area of interest into an overall conceptual model that could be simulated by the numerical groundwater model.

The model domain extended from the flanks of Mt. Arrowsmith in the south to the coastline along the Georgia Strait in the north and between Englishman River in the east and Little Qualicum River in the west. Recharge was assumed to be in part from precipitation and potentially in part from lateral flow through the bedrock from Mt. Arrowsmith. Discharge likely occurs along the coastline to the north and potentially locally towards the surficial water courses (the aquifers may also receive recharge from the water courses).

The geology throughout the model domain is very complex, but for the purpose of the conceptual model, it can be summarized as follows:

Aquifer #1 (Surficial): This unit appears to overlie portions of the study area. It is characterized by thin to moderately thick, discontinuous lenses of more permeable sands and/or gravels. Shallow, private, residential wells may still extract water from this aquifer in areas where saturated conditions exist. Gravel extraction has occurred in some locations within the study area.

Aquitard #1: An aquitard (lower permeable layer) underlies the surficial aquifer throughout most of the study area. For the purpose of simplifying the geology and due to the inconsistency and/or lack of accuracy of geological descriptions on the driller's logs, EBA has not attempted to differentiate between the different types of lower permeable soils (glacial till, silts, clays, etc.).

Aquifer #2: A second more permeable layer was identified underlying the first aquitard except for the few areas where Aquifer #2 was exposed at surface. The aquifer appears to cover much of the study area. This aquifer is the most exploited aquifer by both



residential and water purveyors. This aquifer is part of the Quadra Sands unit of overburden deposits described in the area by Clague (1977)

Aquitard #2: A second less permeable layer underlies Aquifer #2.

Aquifer #3: This permeable layer is exploited for the most part by water purveyors. There was less data available to confirm its presence or absence across the study area. This aquifer may also be part of the Quadra Sands or may be part of the glaciofluvial deposits described by Clague (1977) as underlying the Quadra Sands.

Aquitard #3: A third less permeable layer underlies Aquifer #3.

Aquifer #4: In a small number of deeper wells, a fourth permeable unit was identified. EBA has limited confidence in the actual distribution of this unit due to the little information available to define its distribution on a regional basis.

Aquitard #4: Again, data was too limited to properly understand the distribution of this layer across the study area, but this unit was identified in a few wells. This unit directly overlies the bedrock where it was present and could control recharge from the bedrock into the more permeable units above.

Due to the lack of information available for the lower layers (aquifer #4 and aquitard #4), EBA has not included these layers in the present simplified model.

5.0 PHASE 2 – CONSTRUCTION OF THE NUMERICAL MODEL

Hydrogeology (the science of understanding and characterizing the groundwater regime and aquifers) is a complex science based on physical principles. Numerical models permit a hydrogeologist to simulate the groundwater regime and are particularly useful in situations where a hydrogeological study involves the interaction of many wells and covers a large area with multiple aquifers that are too convoluted for simpler analytical methods. Modeling consists of building, running and calibrating a model using known and accepted hydraulic and hydrogeological rules and concepts to simulate natural flow processes. The model, once calibrated, can then become a tool to predict hydrogeological responses to difference scenarios (land development (potential reduction of recharge), addition of pumping wells, assessing wellhead protection zones, investigating impacts of

stormwater infiltration, etc.). EBA used VISUAL MODFLOW™ software (Version 2.8.1) to build and run the numerical model.

EBA approached the model development through a phased process, beginning with a simplified preliminary regional model that would allow for the simulation of select model conditions without having to battle the inherent difficulties that crop up when all the details of a complex system are input at once. As further understanding was gained, EBA was working towards increasing the level of complexity within the numerical model until it reached a level that could answer some or all of the questions required of it with a certain level of confidence.

5.1 The Preliminary Regional Hydrogeologic Model

5.1.1 *Grid – Layer Setup*

The aquifers, aquitards and bedrock units were reduced to blocks of information that were initially 500 m wide by 500 m long by 5 m thick. This resulted in a simplified regional model area that was broken up into 62 x 36 grid blocks after the grid was refined to provide more detailed tracking of the simulation through the pumping centres.

One of the main challenges facing the development of the model was the presence of very complex geology combined with dramatic changes in elevation for the surface and subsurface layers throughout the study area. MODFLOW has some numerical limitations for this type of environment. EBA's first model was built on the "constant grid" approach to minimize issues of connectivity between the grid blocks for each layer. 34 grid layers were created under this scenario.

Examples of the model layout and the occurrence of the aquifers and aquitards incorporated into the simplified regional model are presented in Appendix A (Figures A-1 through A-6). Example model sections have also been provided (Figures A-7 through A-11).

5.1.2 *Assignment of Hydraulic Properties*

EBA reviewed hydraulic property data provided in the consultant's reports that were reviewed in Phase 1. Estimates of hydraulic properties (hydraulic



conductivity, storativity, compressibility and leakance) based on these reports or best estimates from typical values for similar types of soil material were assigned to each layer. These values were then adjusted during the calibration process.

5.1.3 Definition of Boundaries and Recharge Sources

The initial aquifer boundaries were defined using EBA's understanding of the overall hydrogeologic setting. The boundaries were then modified during model calibration, (as necessary) to remain consistent with the conceptual model. Estimates of lateral flow entering the groundwater system from the flanks of Mt. Arrowsmith were represented by either a constant flux boundary (120 m-asl.), or a constant flux boundary (finite recharge). The values used for this boundary were defined during the calibration phase of the model development. For the purpose of this simplified model, the Englishman and Little Qualicum Rivers were defined as 'No Flow' boundaries as the potential impacts of the groundwater-surface water interconnection were too complex for this simplified model. Discharge from the model is represented by a constant head boundary along Georgia Strait (0 m-asl.) coastline along the northern edge of the model domain.

EBA applied an areal (vertical) recharge value of 115 mm/yr to areas of the model where the ground slope was less than 10%, because this value provided the best correlation between monitored data and modelled results during calibration of the model. The results of this will be discussed in the calibration section.

5.1.4 Pumping Centres and Observation Wells

EBA entered available information on pumping wells and observation wells (screen locations, pump rates as appropriate, etc.). To better understand the distribution of wells and pumping centres, available pumping data and average water elevation data was also expressed as average estimated extraction over an area of 500 m x 500 m x 5 m. Figures showing the distribution of wells across the study area and the applied total extraction estimates per grid block are presented in Appendix A (Figures A-12 and A-13).

5.2 Model Calibration

EBA only calibrated the preliminary regional model in steady state (snapshot conditions). In order to 'calibrate' the model, EBA performed detailed iterative calculations to determine the response of the groundwater surfaces to modifying certain input parameters. EBA compared the average water levels from the available observation well data with the numerical model output. The model calibration accuracy was calculated from piezometric head comparisons using residual mean, absolute mean and normalized root mean square (RMS) error. EBA modified the model parameters until an optimum level of accuracy was attained (less than RMS=10). EBA relied exclusively upon static water level calibration for this model. EBA performed over 100 iterations. The three best model output solutions, a summary of the three and the model parameters used to obtain these solutions are presented in Appendix B (Figures B-1 through B-4).

5.3 Sensitivity Analysis

A brief analysis of the numerical model was undertaken to establish which hydrogeologic parameters are most sensitive. Sensitivity analysis helps to identify which areas of the model require additional data or refinement. EBA varied hydraulic conductivity, recharge and discharge data as part of the analysis. The results indicated that the model appears most sensitive to changes in recharge. However, increasing recharge estimates above the values used in the model resulted in heads that were above ground level and decreasing recharge resulted in overly dry cells. EBA considers the values used in the acceptable model solutions to be within the acceptable range of probable recharge for the area.

5.4 Model Results and Discussion

The Preliminary Regional Model that was developed was able to simulate the regional flow system and provide insight into recharge and boundary conditions within the model domain. According to the model results, the following observations were made:

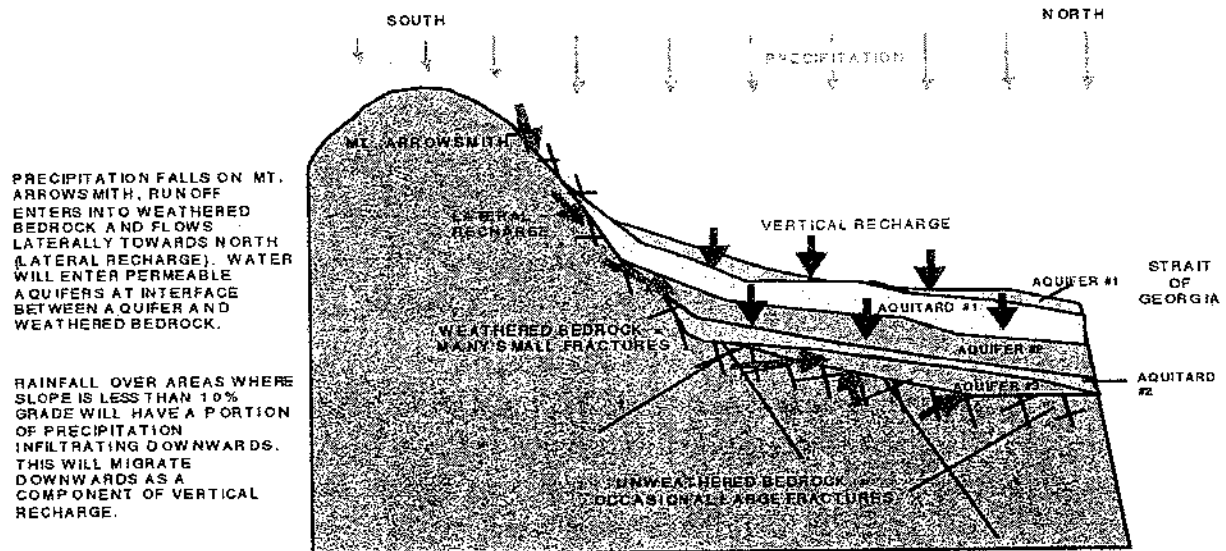
- One of the key results of this model was the development of the database describing the stratigraphy and hydrogeological parameters.
- Recharge is not limited to the areas where the surficial overburden is considered to be more permeable (where Aquifer #1 is present). Instead, recharge will likely infiltrate



into the subsurface anywhere where the local slopes are less than 10% grade. This amounts to approximately 70% of the modeled area.

- Aquifer #1 (surficial permeable soil deposits) receives infiltration mainly from precipitation. The implication of the recharge to Aquifer #1 is that it will only sustain low extraction rates and will have water levels and flows that will tend to vary significantly over the year.
- Aquifer #2 will receive a good portion of its recharge from vertical flow resulting from precipitation leaking downwards through the uppermost aquitard (Aquitard #1). However, there is a significant influx of recharge from lateral flow originating from precipitation that originated on Mt. Arrowsmith. The water will then travel laterally through the fractures in the weathered bedrock and in the structural fractures of the "sound" bedrock associated with faults. This groundwater is then able to flow from the fractured bedrock into the aquifers at the interface between the overburden sediments and the bedrock. The absence of runoff (streams) along the flanks of Mt. Arrowsmith supports EBA's interpretation of this lateral flow. Figure 3 describes this conceptual groundwater regime.

FIGURE 3: SOURCES OF RECHARGE TO STUDY AREA
(BASED ON MODEL RESULTS)



- Aquifer #3 likely receives the majority of its recharge from lateral groundwater flow from Mt. Arrowsmith.
- Surface water recharge to the aquifers appears to be limited to the coastal areas in the north, where the hydrologic network is more developed.
- The drawdown trends observed in the wells in the more concentrated pumping centres are due to extraction rates locally exceeding the capacity of the aquifer to transfer groundwater in a sustainable way. The proximity of the wells in the pumping centres may also accentuate this phenomenon. The drawdowns observed in the monitoring wells monitored by BCWLAP are shown in Appendix C. The locations of these are presented on a map in this same appendix.
- The solutions generated from the preliminary model indicate that the regional flow appears to behave as a multiple system of “corridors” extending from the south to the north. Some of the “corridors” capacities have been overstressed from the pumping centres, (see above bullet) others appear to be as yet untouched.

5.5 Model Limitations:

Certain limitations on the preliminary regional model that was prepared include:

- The use of average water levels and average extraction rates on a coarse grid basis prevented the detailed analysis of pumping management strategies, capture zones and/or aquifer/surface water course interaction. However, the information gained on recharge and boundary conditions could now be applied to the second phase of modeling. This would permit the advancement of such a model in much less time than if calibration had been attempted on a complex system right from the start.
- The water elevation data used to calibrate the Preliminary Regional Model was obtained in part from observation well data which have a limited distribution across the whole regional model area and in part from original water level readings from the well log records which may have changed significantly over time depending on the age of the well.
- The available hydraulic property data tended to be concentrated in the areas where the pumping centres were located and estimates had to be applied to geologic strata outside of those areas.
- The model domain has areas where there are adequate data points to allow a relative degree of confidence in the interpreted stratigraphy, however, other areas are completed devoid of readily available information (e.g. distances were large between well locations) and required a high degree of estimation. Furthermore, even where many data points were available, most do not extend deep enough to allow for full delineation of the stratigraphy to bedrock. This meant that a certain amount of inference and interpolation was required in developing the conceptual model.
- In some areas the terrain is very steep, either up mountainsides or down into river channels. In addition, some of the aquifer layers appeared to be fairly thin on the cross-sections. MODFLOW finite difference numerical calculations rely on a certain amount of overlap to permit the movement of water from one grid cell to the next. When you have steep terrain, especially with thinner layers, MODFLOW can run into difficulty resolving the flow system and it can be very time consuming to verify layer overlap connectivity. This problem is one of the main reasons EBA elected to start with the preliminary regional groundwater model with its inherent simplifications rather than starting with a more detailed model.

EBA recently spoke with a modeling expert from Waterloo Hydrogeologic Institute, the institute that produces MODFLOW. He indicated that the proposed detailed model could



be completed with fewer connectivity challenges using Visual MODFLOW Pro 4.0 (a more recent version than the version used for the preliminary regional model). This version's stability with more extreme terrain and problems with connectivity has been reportedly improved.

FEFLOW™ is another program that is available for modeling groundwater systems. It relies on a finite element numerical calculation that is more flexible to a complex deformed grid approach; however, it is also significantly more expensive.

EBA had generated our budget for this project from anticipated effort levels encountered on previous modeling projects within the company. Unfortunately, with the complexity of the glacial geology in the Mt. Arrowsmith area and the need to have a solid conceptual model developed before starting the modeling, it became apparent that the available budget would not be adequate to complete the level of detailed modeling originally anticipated. Instead, EBA elected to develop the preliminary regional model (including a thorough stratigraphic database), which would provide some of the key information we had been interested in determining (i.e. sources of recharge to the aquifers, etc.) with the existing budget. EBA considers that not all the subtasks originally proposed for completion were completed, (for example, 7 out of 10), but all the completed subtasks were thoroughly completed (7 out of 7).

6.0 CONCLUSIONS

Based on the observations and interpretation of the model completed for the Mt. Arrowsmith aquifer modeling project, EBA makes the following conclusions:

- The hydrogeologic conditions of the modeled area are very complex and require a complex model. When the project was initiated, it was intended to produce a numerical model that would allow the definition of recharge and discharge zones as well as groundwater travel paths. These objectives were not reached due to budget limitations. EBA estimates that approximately 70% of the work required to reach these objectives has been completed.
- The series of soil deposits can be simplified as a vertical series of soil horizons containing four aquifers and four aquitards.



- Recharge and boundary conditions for the Mt. Arrowsmith aquifers have been estimated through the completion of a preliminary regional numerical groundwater model. These boundary conditions show that the flanks of Mt. Arrowsmith play a key role in transmitting lateral flow through the aquifers present in the overburden material at lower elevations.
- Approximately 10% of the precipitation is transferred vertically and infiltrates into the aquifers over 70% of the modeled area where the ground slope is less than 10%.
- The groundwater flow occurs in a south to north direction.
- The level of stress observed on the aquifers ranges over the studied area from relatively stable water tables observed to the northeast side of the area (Town of Qualicum Beach) to water levels showing strongly decreasing trends near the City of Parksville well fields. At present time, there is evidence that the current extraction rates within some pumping centres are locally unsustainable. This is supported by both the model conclusions and from the observation well trends (Appendix C).
- The lower aquifers (Aquifer #2 and #3) appear to be obtaining sufficient recharge from Mt. Arrowsmith through lateral flow. Groundwater may be available for potential future extraction from these aquifers at locations away from the pumping centres. These locations still need to be assessed. (The completed modeling work was not able to address this task).
- EBA understands that the Arrowsmith Water System (AWS) strategy of complementing groundwater resources with surface water assumed that a large percentage of the water demand (90%) would be met by groundwater. Meeting the projected water demand also considered that the main production wells would keep operating at a discharge rate similar to estimated in the early 1990's. However, the observed lowering of the water table has reduced the capacity of production wells, and therefore the strategy should be revisited.

7.0 RECOMMENDATIONS

EBA appreciates that the Coalition is very interested in maximizing the information gained from this study and using it to support sustainable water management strategies



in the study area. EBA suggests the Coalition members consider the following recommendations:

- The stress on the aquifer(s) in the area of the pumping clusters should be reduced by identifying areas in the watershed where groundwater is not used much. These areas should be targeted for future major production wells.
- Future land planning and development should be conducted with care in areas where pumping clusters appear to stress the aquifer(s). In these areas, only less used aquifers should be targeted and developed as new water sources, and thorough hydrogeological assessments should be completed to estimate the long-term impact on the groundwater resource.
- Water conservation should be encouraged. This could include: public education, water metering, watering restrictions during periods of extended dry climatic conditions, planning issues such as requiring newly constructed subdivisions to be designed using Low Impact Development (LID) concepts. New constructions could include water recycling systems, water saving devices (e.g., water efficient fixtures), efficient sprinkling/irrigation systems and drought resistant landscaping (i.e. smaller lawn areas and more natural vegetation). Also the retrofitting of existing buildings with water efficient fixtures should be encouraged.
- EBA recommends the creation of a partnership/watershed management committee, where all the water users and water purveyors would be represented. The partnership would address the characterization and protection of the watershed and would plan and manage both surface water and groundwater resources, at the watershed scale. The partnership should develop a funding system that would allow the long-term development and implementation of the watershed management plan.
- EBA recommends pursuing the aquifer modeling initiated.
- EBA recommends the creation of a data gathering and monitoring function to compile groundwater information. For example, each water purveyor would regularly perform certain routine tasks to assess the potential water quantity and quality variations in all of their wells and would pass the collected information to this data gathering and monitoring function.

9.0 REFERENCES

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The rate at which the water table has been decreasing, locally, combined with climatic variations (as observed with a series of dry years between 1999 and 2002), warrants that the above recommendations be acted upon expeditiously.

8.0 CLOSURE

Conclusions and recommendations presented herein are based on information provided in part by others. The assessment has been carried out in accordance with generally accepted engineering practice. No other warranty is made, either express or implied. Engineering judgment has been applied in developing the recommendations in this report.

This report was prepared by personnel with professional experience in investigations of this nature. Reference should be made to the 'Environmental Report – General Conditions', attached in Appendix D that forms a part of this report.

Respectfully submitted,

EBA ENGINEERING CONSULTANTS LTD.

Reviewed by:

Shelley Bayne, M.Sc., GIT
Hydrogeologist

Gilles Wendling, Ph.D., P.Eng.
Senior Hydrogeologist





**REGIONAL
DISTRICT
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO	
FEB 24 2005	
CHAIR	MEMS
	GMCRs
CAO	GMDS
	GMES
<i>[Signature]</i>	

MEMORANDUM

TO: John Finnie, P. Eng
General Manager, Environmental Services

DATE: February 23, 2005

FROM: Dennis Trudeau
Manager, Liquid Waste

FILE: 0135-20-CEPA

SUBJECT: Canadian Environmental Protection Act: Wastewater Management

PURPOSE

To report on the Canadian Environmental Protection Act as it relates to Wastewater Management.

BACKGROUND

Municipal Wastewater Effluent (MWW) is currently managed through a variety of policies, bylaws and legislation at the federal, provincial/territorial and municipal levels. Such governance often creates confusion and complex situations for regulators, system owners and operators.

Recent example of legislation that has the potential to affect Regional District of Nanaimo (RDN) liquid waste facilities is the Canadian Environmental Protection Act 1999 (CEPA). CEPA identifies pollutants of concern that require pollution prevention plans. The most recent pollutants identified were chlorine and ammonia. The original proposal from Environment Canada, who are responsible for the implementation of CEPA, would have required pollution prevention plans for ammonia to be developed by the RDN. This affected the Greater Nanaimo Pollution Control Center (GNPCC) and possibly the French Creek Pollution Control Center (FCPCC). The only way to address ammonia at the GNPCC is to upgrade to secondary treatment and to have a portion of the plant dedicated to ammonia reduction. This would have advanced our planned secondary upgrade and increased the costs for that upgrade. The FCPCC would have had to construct additional works at significant cost to address ammonia issues.

While ammonia can have a detrimental impact on freshwater environments with little dilution an ammonia impact to a marine environment with adequate dilution has no negative impact. The RDN marine discharges have been designed to provide sufficient dilution and have no detrimental impact on the environment.

These issues/concerns were brought to the attention of Environment Canada by RDN and by other effected local governments (CRD, GVRD). As a result, Environment Canada has removed the requirement for preparing pollution prevention plans for ammonia. Our facilities do not chlorinate our effluent so we are not affected by the chlorine requirement.

We expect there to be additional pollution prevention requirements established under CEPA and under the Federal Fisheries Act.

The Canadian Council of Ministers of the Environment (CCME) has committed to develop a Canada-wide Strategy for the management of MWWE by November 2006. The Council is comprised of environment ministers from the federal, provincial and territorial governments. An integral part of the development of the Strategy will be to consult with a wide variety of stakeholders to ensure that the strategy for the management of MWWE incorporates their interests, expertise and vision.

The Strategy will address a number of governance and technical issues resulting in a harmonized management approach. The CCME process will also review the implementation costs that Canadian municipalities may face.

Environmental Services have recognized the importance of providing feedback to this committee and have been a part of a working group of staff representatives from other BC local governments that provides input to the CCME. This group is also working closely with Ministry of Water, Land and Air Protection staff to ensure that our concerns are being heard. This group will be important for outlining our concerns regarding the lack of harmonization between federal and provincial regulations and the costs for implementing any future requirements.

ALTERNATIVES

1. Direct staff to continue to be involved in the BC local government working group and provide input to the Canadian Council of Ministers of the Environment about our concerns regarding the lack of harmonization between federal and provincial regulations and the costs for implementing any future requirements.
2. Do not have staff participating in the working group.

FINANCIAL IMPLICATIONS

The financial implications of being a part of this working group is staff time estimated at approximately a day per month and travel to one workshop a year.

SUMMARY/CONCLUSIONS

Municipal Wastewater Effluent (MWWE) is currently managed through a variety of policies, bylaws and legislation at the federal, provincial/territorial and municipal levels. Such governance often creates confusion and complex situations for regulators, system owners and operators.

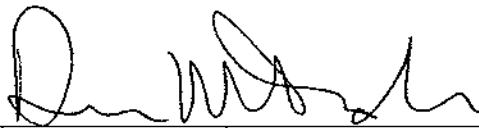
This has been recognized by the Canadian Council of Ministers of the Environment (CCME) who has committed to develop a Canada-wide Strategy for the management of MWWE by November 2006. The Council is comprised of environment ministers from the federal, provincial and territorial governments. An integral part of the development of the Strategy will be to consult with a wide variety of stakeholders to ensure that the strategy for the management of MWWE incorporates their interests, expertise and vision.

The Strategy will address a number of governance and technical issues resulting in a harmonized management approach. The CCME process will also review the implementation costs that Canadian municipalities may face.

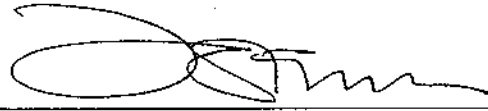
Environmental Services have recognized the importance of providing feedback to this committee and have been a part of a working group of staff representatives from other BC local governments. This group is also working closely with Ministry of Water, Land and Air Protection staff to ensure that our concerns are being heard. This group will be important for outlining our concerns regarding the lack of harmonization between federal and provincial regulations and the costs for implementing any future requirements.

RECOMMENDATION

1. **That** staff continue to be involved in the BC local government working group and provide input to the Canadian Council of Ministers of the Environment about our concerns regarding the lack of harmonization between federal and provincial regulations and the costs for implementing any future requirements.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
FEB 23 2005	
CHAIR	GMCmS
	GMCrS
CAO	GMDS
	GMES
<i>Coll</i>	
DATE: February 21, 2005	
General Manager of Environmental Services	

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager of Environmental Services

FROM: Dennis Trudeau
Manager of Liquid Waste

SUBJECT: Liquid Waste Management
Northern Community Sewer Local Service Area Development Cost Charge
Bylaw No. 1423

PURPOSE

To approve the release of DCC funds for the previously approved purchase of a centrifuge for the French Creek Pollution Control Centre Dewatering Upgrade.

BACKGROUND

The French Creek Pollution Control Centre (FCPCC) is a secondary treatment plant that produces biosolids as a part of their normal operations. The biosolids need to be dewatered to facilitate economical transportation to composting operations.

In 1984 the Regional District of Nanaimo purchased and installed a belt filter press (BFP) to dewater biosolids at the FCPCC. The BFP has operated well over the last 20 years but is now undersized and near the end of its operational life. The Regional District of Nanaimo approved the purchase of a centrifuge at the February 2005 Board meeting. The advantages of a centrifuge include improved working conditions for staff, better dewatering and improved odour management.

Our year 2005 budget for this project is \$1,000,000. The project was to be paid from both DCC funds and from operation's budget. \$600,000 was to be made up from DCC's and \$400,000 was to come from the operational budget.

DCC's are funds collected for capital works associated with growth. The replacement of the BFP with a centrifuge will enable the FCPCC to handle the solids dewatering needs until 2040.

A bylaw authorizing the funds to be released from the DCC reserve is attached.

ALTERNATIVES

1. Approve the bylaw authorizing the release of reserve funds totaling \$600,000 for the dewatering upgrade at the French Creek Pollution Control Centre.

FINANCIAL IMPLICATIONS

The 2005 RDN budget is \$1,000,000 for this project. Based on our expected construction costs there is adequate money in the budget for completing this project.

SUMMARY/CONCLUSIONS

The FCPCC produces biosolids that need to be dewatered to facilitate economical transportation to composting operations. The FCPCC has used a BFP over the last 20 years to dewater its biosolids, but is now undersized and near the end of its operational life. The Regional District of Nanaimo approved the purchase of a centrifuge at the February 2005 Board meeting.

The project was to be paid from both DCC funds and from the operation's budget. \$600,000 was to be made up from DCC's and \$400,000 was to come from the operational budget.

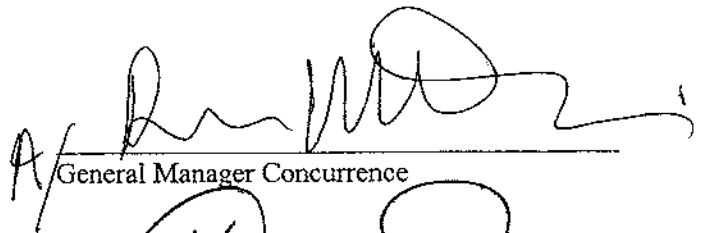
A bylaw authorizing the funds to be released from the DCC reserve is attached.

RECOMMENDATION

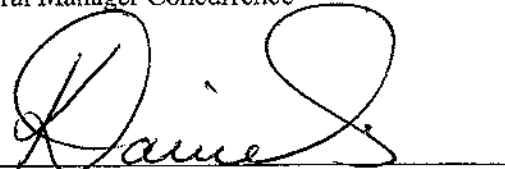
1. **That** "Northern Community Sewer Local Service Area Development Cost Charges Reserve Fund Expenditure Bylaw No. 1423, 2005" be introduced for first three readings.
2. **That** "Northern Community Sewer Local Service Area Development Cost Charges Reserve Fund Expenditure Bylaw No. 1423, 2005" having received three readings be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1423

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

WHEREAS Development Cost Charges are authorized to be collected by “Regional District of Nanaimo Northern Community Sewer Local Service Area Development Cost Charge Bylaw No. 934, 1994” and subsequent amendments;

AND WHEREAS the Board wishes to expend reserve funds for the improvement of dewatering facilities at the French Creek Treatment Plant and this project is considered to be eligible for funding from Development Cost Charges previously collected;

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

1. The sum of Six Hundred Thousand Dollars (\$600,000.00) is hereby appropriated from the Northern Community Sewer Local Service Area Development Cost Charges Reserve Fund to be expended on installing and improving dewatering facilities.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as “Northern Community Sewer Local Service Area Development Cost Charges Reserve Fund Expenditure Bylaw No. 1423, 2005”.

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO	
FEB 28 2005	
CHAIR	ENCS
	GMCS
CAO	GMDS
	GMES

MEMORANDUM

TO: Dennis Trudeau
Manager of Liquid Waste

FROM: Sean De Pol
Engineering Technologist

SUBJECT: French Creek Pollution Control Centre Biosolids Composting Quote Results

DATE: March 1, 2005

FILE: 5340-05

PURPOSE

To consider quotes for composting and hauling biosolids from the French Creek Pollution Control Centre (FCPCC).

BACKGROUND

In February, RDN staff issued a Request for Quotations (RFQ) for the composting of biosolids from the French Creek Pollution Control Centre (FCPCC). An important requirement of this RFQ was that the proponent have an existing composting facility that is compliant with the provincial Ministry of Water, Land and Air Protection's 'Organic Matter Recycling Regulation, B.C. Reg. 18/2002'. This provincial regulation is in place to insure that all composting facilities in BC operate within specified environmental protection parameters. All proponents meet this requirement.

The RFQ closed February 28th, 2005. The following three quotes were received for composting and hauling biosolids from the FCPCC:

<u>Proponent</u>	<u>Price per tonne</u>
Qualicum Farms Limited	\$47.50
Meadowlark Technologies	\$58.00
International Composting Corporation	\$101.67

The lowest quote received is from Qualicum Farms Limited. Qualicum Farms Limited has composted biosolids in the past from FCPCC during the period March 2002 to March 2003; during this time they have processed and land applied approximately 1,500 tonnes of compost. Qualicum Farms Limited is also presently composting yard waste from the Regional Landfill and Church Road Transfer Station. Qualicum Farms Limited has operated their composting and land application plan under the Organic Matter Recycling Regulation (OMRR), which governs the production, quality, and land application of certain types of organic matter. OMRR specifies requirements for leachate management, odour control, vector attraction reduction, pathogen reduction limits, quality criteria, sampling protocol, record keeping, setbacks, and application rates.

ALTERNATIVES

1. Award the contract to haul and compost biosolids from the FCPCC to Qualicum Farms Limited.
2. Do not award the contract to haul and compost biosolids from the FCPCC to Qualicum Farms Limited.

FINANCIAL IMPLICATIONS

The quote from Qualicum Farms Limited at \$47.50 is the lowest quote for the French Creek Pollution Control Centre. The term of the contract will be two years with the option, at the RDN's discretion to extend the contract for an additional two years. The total cost of the two-year contract is projected to be \$190,000 based on 4,000 tonnes of biosolids.

ENVIRONMENTAL IMPLICATIONS

Composting biosolids at a private sector facility will save expensive landfill space for waste materials that do not have the potential to be beneficially re-used.

SUMMARY/CONCLUSION

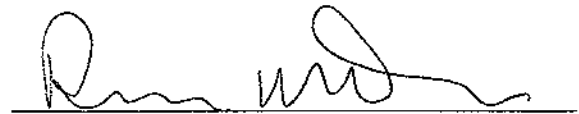
In February 2005, RDN staff issued a Request for Quotations (RFQ) for the composting of biosolids from the French Creek Pollution Control Centre (FCPCC). The quote from Qualicum Farms Limited at \$47.50 was the lowest received.

RECOMMENDATION

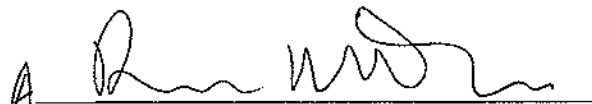
1. That Qualicum Farms Limited be awarded the contract for composting biosolids from the French Creek Pollution Control Centre for \$47.50 per tonne.



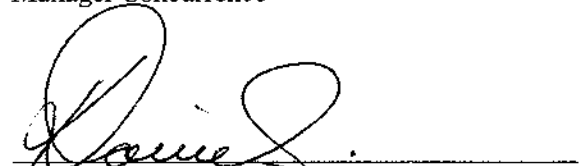
Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
FEB 23 2005	
CHAIR	GMCMS
	GMCrS
CAO	GMDS
	GMES
<i>Call</i>	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: February 22, 2005

FROM: Alan Stanley
Solid Waste Program Coordinator

FILE: 5370-00

SUBJECT: 2005 Garbage and Recycling User Rate Amendment Bylaw

PURPOSE

To introduce for three readings and adoption bylaw No. 1009.08, a bylaw to amend Garbage and Recyclable Material Collection Bylaw No. 1009 to reflect the user rates in the 2005 annual budget.

BACKGROUND

The 2005 annual budget for the Regional District's garbage collection and recycling program consists of revenues raised by way of direct user fees. User fee revenues in this budget are estimated assuming a 3% increase in rates for 2005. The garbage and recycling collection contract contains a fee escalation clause, based on a number of 2004 consumer price indices. The final 2004 indices are not available until July. Staff estimate that the contract fees will increase by 2.5%. The additional 0.5% is to cover the costs of increased garbage disposal by residents. Attached to this report is the associated bylaw amendment incorporating the changes in the 2005 budget.

ALTERNATIVES

1. Give the bylaw three readings and adoption.
2. Amend the budget and adopt an amended bylaw as necessary.

FINANCIAL IMPLICATIONS

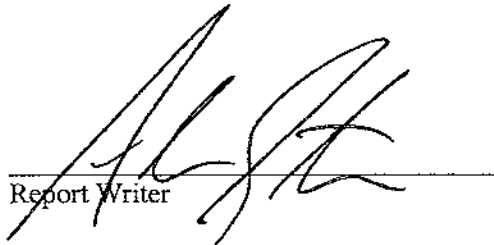
The rates in the attached bylaw have been increased by 3% in accordance with the 2005 annual budget proposal.

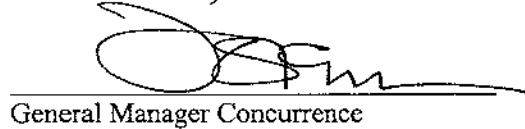
SUMMARY/CONCLUSIONS

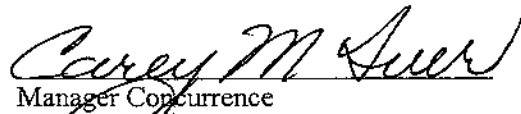
User rate revenues for garbage collection & recycling are budgeted in 2005 in amounts that include a 3% rate increase. The bylaw amendment has been adjusted accordingly and is recommended for adoption.

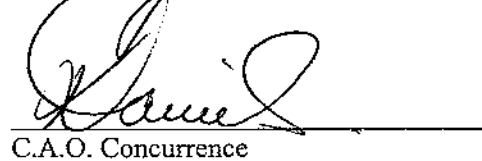
RECOMMENDATIONS:

1. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.08, 2005" be introduced and read three times.
2. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.08, 2005" having received three readings be adopted.


Report Writer


General Manager Concurrence


Manager Concurrence


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1009.08

**A BYLAW TO AMEND REGIONAL DISTRICT
OF NANAIMO GARBAGE AND RECYCLABLE
MATERIALS COLLECTION BYLAW NO. 1009**

WHEREAS the “Regional District of Nanaimo Garbage and Recyclable Materials Collection Bylaw No. 1009, 1996”, provided for the collection of garbage and recyclable materials within the Regional District of Nanaimo;

AND WHEREAS the Board wishes to amend the rates established by Bylaw No. 1009;

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

1. Schedule ‘A’ of Bylaw No. 1009 is hereby repealed and replaced with Schedule ‘A’ attached to this bylaw.
2. This bylaw may be cited as “Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.08, 2005”.

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services

RECYCLING AND GARBAGE COLLECTION RATES

	Regional Property Owners (Basic Rates)	City of Parksville, Town of Qualicum Beach, District of Lantzville
1. Weekly garbage and bi-weekly recycling collection: allows for setting out one garbage container on any collection day	\$104.53 per annum per dwelling unit	\$104.53 per annum per dwelling unit
2. Bi-weekly garbage and recycling collection: allows for setting out two garbage containers on any collection day	\$96.13 per annum per dwelling unit	\$96.13 per annum per dwelling unit
3. Bi-weekly recycling collection	\$28.22 per annum per dwelling unit	\$28.22 per annum per dwelling unit
4. Tags for disposal of extra garbage: allows for setting out additional garbage containers over and above those permitted under items 1 and 2.	\$2.00 per garbage container	\$2.00 per garbage container
5. Recycling containers	\$9.25 each.	\$9.25 each.



REGIONAL DISTRICT OF NANAIMO	
FEB 25 2005	
CHAIR	GMCrs
	GMCrs
CAO	GMDS
	GMES
<i>Call</i>	

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager of Environmental Services

DATE: February 22, 2005

FROM: Carey McIver
Manager of Solid Waste

FILE: 5365-00

SUBJECT: Arboretum Property Purchase
Release of Reserve Funds

PURPOSE

To introduce for three readings and adoption the "Solid Waste Disposal Local Service Area Reserve Fund Expenditure Bylaw No. 1425, 2005".

BACKGROUND

In 2003 the Board directed staff to prepare a strategy to secure a suitable transfer station site for use once an alternative disposal technology was identified or the capacity of the existing landfill was exhausted. The preliminary review of new and emerging technologies presented to the Board in May 2004 indicated that there may be some promise in the future for innovative thermal treatment technologies such as gasification. Consequently, staff began to review previously identified potential transfer station sites with respect to the suitability for residual waste processing as well as for waste transfer.

In December 2004 the Board was advised that the 64 acre Arboretum property at Duke Point was under foreclosure and being offered for sale for \$2.7 million. Considering the need to secure a future residual processing/transfer station waste site and recognizing the shortage of available industrially zoned land, the Board approved an offer to purchase this property in principle at a cost of \$2,650,000 subject to satisfactory due diligence. In January 2005 the Board removed the subjects on this offer and in February the offer of \$2,650,000 was accepted by the Supreme Court of B.C.

The attached bylaw is required to release these funds from reserve.

ALTERNATIVES

1. Approve the bylaw authorizing the release of reserve funds totaling \$2,650,000 to purchase the Arboretum property.
2. Do not approve the bylaw.

FINANCIAL IMPLICATIONS

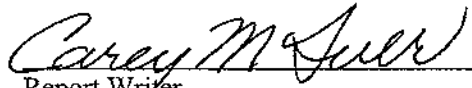
Staff expects that the land purchase and other solid waste projects can be accomplished with limited modifications to the currently projected financial plan. Acquisition of the property at a price accepted by

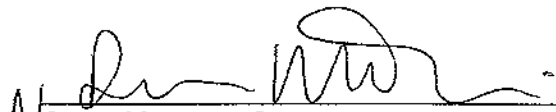
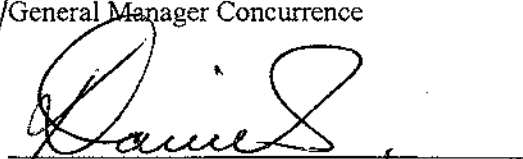
SUMMARY/CONCLUSIONS

In December 2004 the Board was advised that the 64 acre Arboretum property at Duke Point was under foreclosure and being offered for sale for \$2.7 million. In January 2005 the Board approved an offer to purchase this property at a cost of \$2,650,000. In February this offer was accepted by the Supreme Court of B.C. The attached bylaw is required to release these funds from reserve.

RECOMMENDATION

1. That "Solid Waste Disposal Local Service Area Reserve Fund Expenditure Bylaw No.1425, 2005" be introduced for three readings.
2. That "Solid Waste Disposal Local Service Area Reserve Fund Expenditure Bylaw No.1425, 2005" having received three readings be adopted.


Report Writer


General Manager Concurrence

C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1425

**A BYLAW TO AUTHORIZE AN EXPENDITURE
OF FUNDS FROM THE SOLID WASTE
DISPOSAL RESERVE FUND**

WHEREAS the Solid Waste Disposal Local Service Area Reserve Fund was established under Bylaw No. 879;

AND WHEREAS the Board has approved the purchase of the Arboretum property;

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

1. The sum of Two Million, Six Hundred and Fifty Thousand (\$2,650,000.00) is hereby appropriated from the Solid Waste Disposal Local Service Area Reserve Fund to be expended on the purchase of the Arboretum property.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as "Solid Waste Disposal Local Service Area Reserve Fund Expenditure Bylaw No. 1425, 2005".

Introduced and read three times this 22nd day of March, 2005.

Adopted this 22nd day of March, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO	
FEB 24 2005	
CHAIR	GMCMS
	GMCrs
CAO	GMDS
	GMES
	<i>Call</i>

MEMORANDUM

TO: Mike Donnelly, AScT
Manager of Utilities

DATE: February 22, 2005

FROM: Chris Brown, AScT
Engineering Technologist

FILE: 5500-21-ER

SUBJECT: Utilities
Englishman River Streetlighting Local Service Area, Boundary Amendment

PURPOSE

To consider the inclusion of 2070 Kaye Road, PID 009-540-890 Part of DL 44 , except parts in Plans 39893, 3132 RW and VIP70839, District Lot 44, Nanoose Land District into the Englishman River Community Streetlighting Local Service Area (LSA) (see attached plan).

BACKGROUND

The owners of 2070 Kaye Road have returned a signed petition to the RDN to be included in the Englishman River Community Streetlighting LSA (Bylaw 1353, 2003). This property is part of a new strata development that is located beside the existing River’s Edge subdivision.

There is an existing BC Hydro pole on Kaye Road across from the access road to the new subdivision. There is a need for only one streetlight and it can be mounted on this pole.

In order to tax the property for the operation of the streetlight, this property must be included in the Englishman River Community Streetlighting LSA. The subject property is located adjacent to the existing Streetlighting service area boundary.

ALTERNATIVES

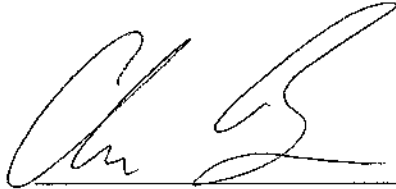
1. Amend the boundaries of Englishman River Community Streetlighting LSA (Bylaw 1353, 2003) to include 2070 Kaye Road, PID 009-540-890 Part of DL 44 , Except parts in Plans 39893, 3132 RW and VIP70839, District Lot 44, Nanoose Land District into the Englishman River Community Streetlighting LSA.
2. Do not amend the boundaries of Englishman River Community Streetlighting LSA to include 2070 Kaye Road into the Englishman River Community Streetlighting Local Service Area (LSA).

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. The operating costs of the streetlights are charged to the benefiting properties through taxation. In 2005, the property tax rate for this service is estimated at \$0.15 per \$1,000 of assessment.

RECOMMENDATION

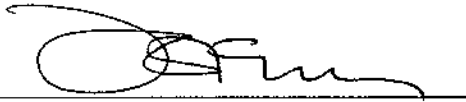
1. That 2070 Kaye Road, PID 009-540-890 Part of DL 44, except parts in Plans 39893, 3132 RW and VIP70839, District Lot 44, Nanoose Land District, be included into the Englishman River Community Streetlighting Local Service Area.
2. That "Englishman River Streetlighting Local Service Area Boundary Amendment Bylaw No. 1353.01, 2005" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.



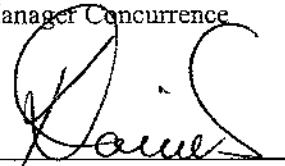
Report Writer



Manager Concurrence

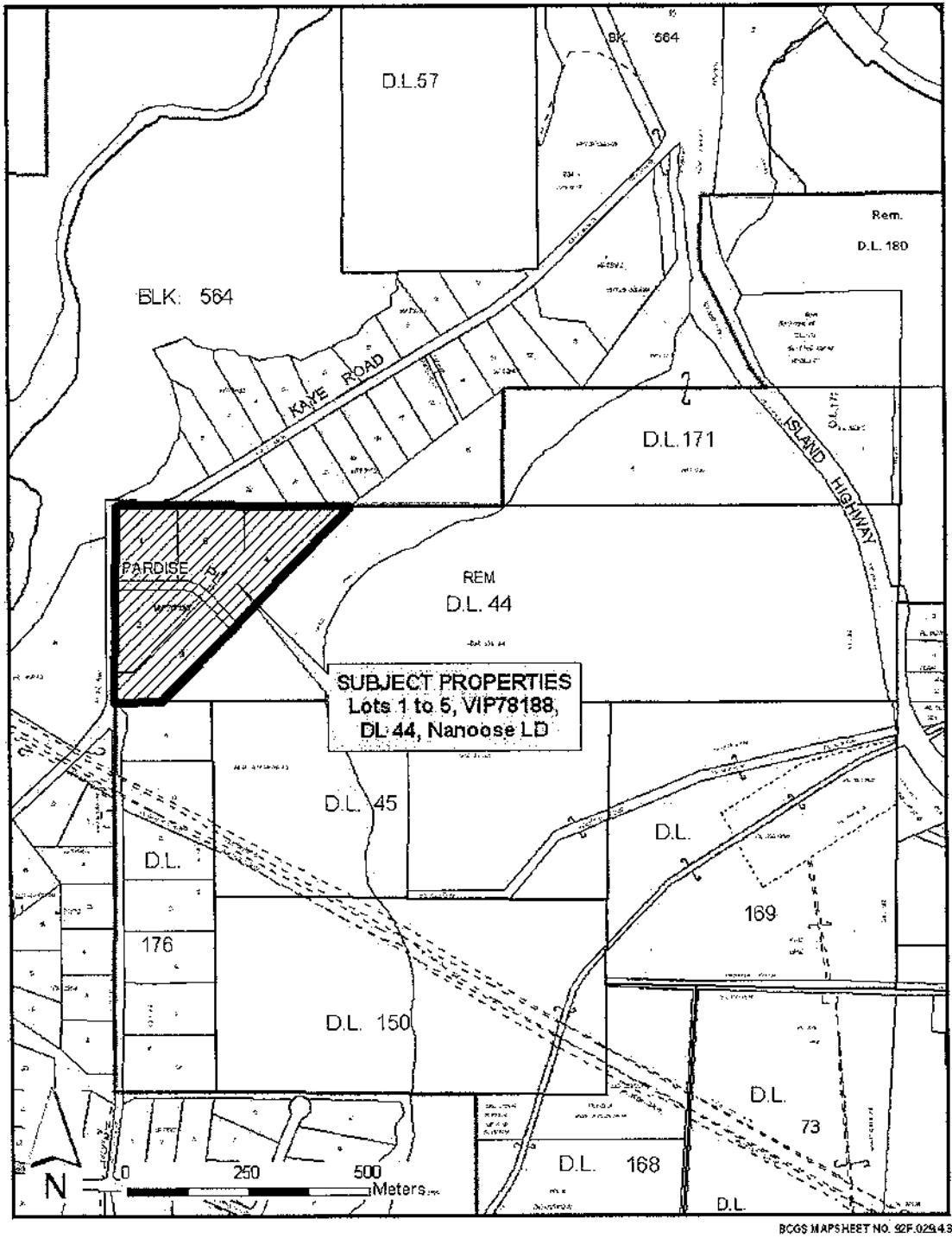


General Manager Concurrence



CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1353.01

**A BYLAW TO AMEND THE BOUNDARIES
OF THE ENGLISHMAN RIVER COMMUNITY
STREETLIGHTING SERVICE AREA**

WHEREAS “Englishman River Community Streetlighting Service Area Establishment Bylaw No. 1353, 2003” established the “Englishman River Community Streetlighting Service Area” and the Board of the Regional District of Nanaimo now wishes to extend the boundaries of the service area;

AND WHEREAS pursuant to Section 802(1)(b), consent of the Electoral Area Director has been obtained;

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

1. The boundaries of the “Englishman River Community Streetlighting Service Area”, established by “Englishman River Community Streetlighting Service Area Establishment Bylaw No. 1353, 2003”, are hereby amended to include the property outlined in heavy black on Schedule ‘A’ attached to and forming a part of this bylaw.
2. The amended boundaries of the local service area are hereby shown as outlined on Schedule ‘B’ attached to and forming a part of this bylaw.
3. This bylaw may be cited as the “Englishman River Community Streetlighting Service Area Boundary Amendment Bylaw No. 1353.01, 2005”.

Introduced and read three times this 22nd day of March, 2005.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2005.

Adopted this ____ day of _____, 2005.

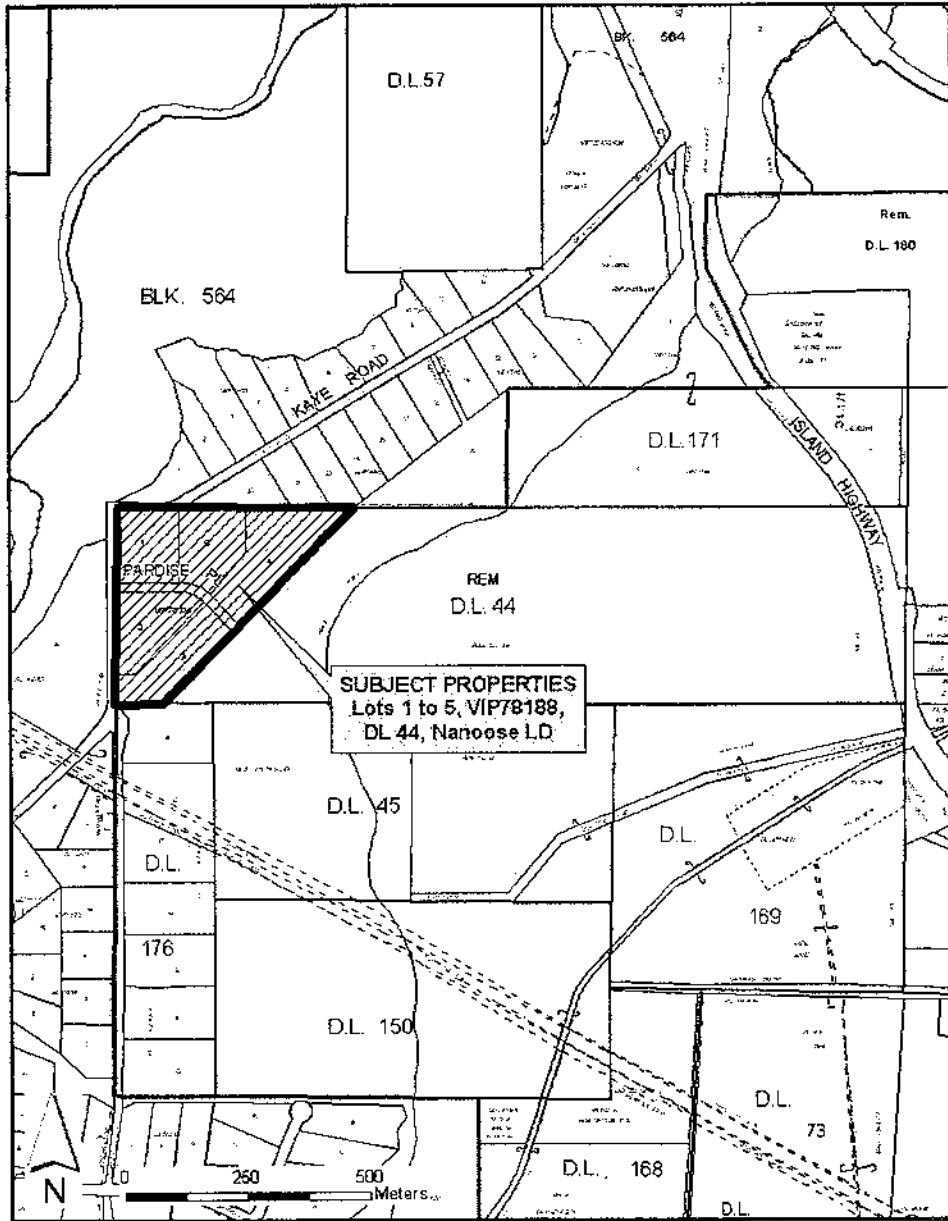
CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Schedule 'A' to accompany "Englishman River Community
Streetlighting Service Area Boundary Amendment Bylaw
No. 1353 01, 2005"

Chairperson

General Manager, Corporate Services





REGIONAL DISTRICT OF NANAIMO	
FEB 23 2005	
CHAIR	GMCMS
	GMCrs
CAO	GMDS
	GMES
<i>[Signature]</i>	
DATE: February 22, 2005	
General Manager of Environmental Services	

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager of Environmental Services

FROM: Mike Donnelly
Manager of Utilities

SUBJECT: Vancouver Island Watershed Protection Steering and Technical Committees

FILE: 0360-20-VIWPC

ISSUE

Watershed protection on Vancouver Island.

BACKGROUND

The Regional Drinking Water Coordinator, with the support of the Vancouver Island Health Authority, has initiated the development of a Vancouver Island wide Watershed Protection Steering Committee and six regional Technical Committees (see attached schedule A). The intent of this initiative is to facilitate regional and provincial activities related to watershed management and drinking water protection on Vancouver Island and to provide a venue for a coordinated, multi agency approach. This is the first such initiative in the Province.

The Steering Committee will be represented by staff of the six Regional Districts on Vancouver Island and would work in partnership with VIHA and the Ministry of Water Land and Air Protection (MWLAP) and other Provincial Ministries and industry as required. The terms of reference for the Steering Committee were established by the committee members at their first meeting on February 16th, 2005 (see attached schedule B). The Steering Committee role is to provide a consistent integrated approach to watershed management issues and provide support to the regional Technical Watershed Protection Committees with the goal of ensuring development and industry activity occurs using best practices management. The committee, together with the support of the member Regional Districts, will also formulate and propose recommendations that could go forward to the Province with respect to Drinking Water Protection issues.

The Technical Committees will be made up of local representatives in each of the six Regional Districts and would include but not be limited to representatives from the Regional District, member communities, VIHA, MWLAP, industry and the public. The Technical Committee goal will be to determine priority actions for the protection of surface and groundwater drinking water sources in that Regional District. These committees will provide a consistent proactive approach to watershed management and systematic review of prioritized watershed management issues. Terms of reference for the Technical Committees will be developed by the Steering Committee.

ALTERNATIVES

1. Receive this report for information.
2. Receive this report for information and support RDN participation in the Vancouver Island Watershed Protection Steering and Technical Committees.

FINANCIAL IMPLICATIONS

Staff costs to attend the meetings are the only costs associated with the development of this committee structure at this time. Meetings would be held twice per year or more often if required for the Steering Committee. The meeting frequency for the Technical Committee is yet to be determined.

VIHA will work with the committee structure to identify and secure enhanced funding opportunities for watershed protection initiatives.

CITIZEN IMPLICATIONS

The committee structure as proposed would encourage public involvement at the Technical Committee level. This would allow for valuable input with respect to public concerns and suggestions for the enhancement of watershed and drinking water protection in the region.

SUMMARY/CONCLUSIONS

The Regional Drinking Water Coordinator with the support of the Vancouver Island Health Authority has proposed the establishment of a Steering and Technical Committee structure that will facilitate the activities of the Regional Districts and member communities with respect to watershed protection on a Vancouver Island wide basis.

This committee structure will see the Steering Committee providing a consistent and integrated approach to watershed management on the Island with the Technical Committees prioritizing watershed management issues for action.

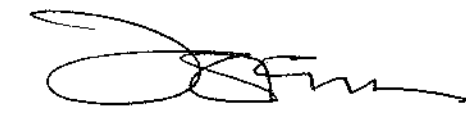
This approach will allow for the coordination of efforts by the different levels of government to ensure resources are focused on key issues related to watershed management and drinking water protection.

RECOMMENDATIONS

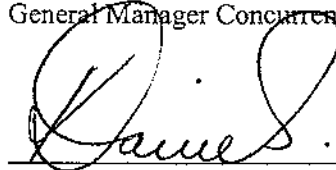
1. That this report be received for information; and
2. That the Board support RDN participation in the Vancouver Island Watershed Protection Steering and Technical Committees.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



VANCOUVER ISLAND

health
authority

RECEIVED

FEB 02 2005

REGIONAL DISTRICT
of NANAIMO

January 19, 2005

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

Attention: John Finnie

Re: Watershed Protection Steering Committee meeting

Please find attached a proposal intended to support the Regional Districts in their role of Watershed Protection. This proposal has gained much support from the Ministry of Health and is currently being discussed with other Ministries to gain their participation.

The intent of the Steering Committee is to provide consistent guidance to the local Technical Watershed Protection Committees, for an Island wide approach to protecting our surface and groundwater resources. The Technical Watershed Protection Committees as proposed will meet with local representatives to address operational issues to ensure watershed protection is seen as a high priority. The committees, as set out in the proposal, are an efficient way to address local issues providing a multi-agency approach.

To keep the committee at a reasonable size it is important that there is only one attendee from each Regional District. Each Regional District will choose their own representative and this person must be in a position to make decisions at the table.

The first meeting will be an informal general discussion on how the Regional Districts see this committee working to ensure watershed protection occurs in a consistent and timely manner. Terms of Agreement will be established at this meeting.

Please contact Joanne Moore at 755-6299 at your earliest convenience to identify and confirm attendance of your representative for the Watershed Protection Steering Committee.

The first meeting will be held on Wednesday, February 16th, 2005 from 10:00 am to 2:00 pm (lunch will be provided) at the following location:

3rd Floor 6475 Metral Drive (Canadian Western Bank building)
Nanaimo, BC

If you have any questions, please feel free to contact me. I look forward to working with you.

Sincerely,

Mrs. Robin Gear, CPHI(C)
Regional Drinking Water Coordinator
Vancouver Island Health Authority

Enclosure (1)

RB/jm

cc: Ann Thomas, Regional Manager – Health Protection & Environmental Services
RDN – Neil Connelly, Christina Thomas, Mike Donnelly

Health Protection &
Environmental Services
3rd Floor, 6475 Metral Drive
Nanaimo BC V9T 2L9

Central Island
Ph: (250) 755-6215
Fax: (250) 755-3372

Title: Vancouver Island Watershed Protection Steering Committee and Regional District Technical Watershed Protection Committees

Goal:

To improve, restore and maintain the water quality of Vancouver Island's lakes, streams and ground water in partnership with Regional Districts and the public.

Recommendation:

It is recommended that Vancouver Island Health Authority in partnership with Department of Environmental Protection within the Ministry of Water Land and Air Protection Services, Regional Districts, other applicable Ministries, and private foresters develop high-level watershed protection committees to address source protection on Vancouver Island, which will provide each Regional District with support and tools for protecting the watersheds which contain our most precious resource.

Background:

The Ministry of Water Land and Air Protection's (WLAP) core business has historically supported source water protection through the enforcement of provincial legislation such as the Environmental Management Act and the Agricultural Waste Control Regulation.

More recently, WLAP has taken on activities in support of the Drinking Water Protection Act (DWPA). WLAP's Environmental Protection Program, Vancouver Island Region, is involved in several major initiatives, including the development of water quality objectives for drinking water watersheds. The development of water quality objectives is done on a partnership basis with local governments, the local community and other federal and provincial agencies. Given the number of community watersheds (over 60) on Vancouver Island, an innovative eco-region based approach has been developed. A total of 9 eco-regions have been identified in WLAP's Vancouver Island region. Within each eco-region, a representative watershed has been chosen. Objectives are developed over a 3-year monitoring program, with the data written up in year 4. The

objectives apply not only to the representative watershed but also to the entire eco-region on an interim basis. The information gathered during this process allows the linking of source to tap water quality through the assessment of the state of current water quality for all users.

Water quality objectives are presently being developed in 9 watersheds, with a number of new watersheds to be added in 2005. If the objectives are currently being met within the watershed, the monitoring program is set-aside for 3 to 5 years. At that time, a 1-year objectives attainment program is carried out to ensure that the objectives continue to be met. If the objectives are not being met, the monitoring program will continue and further assessment is required, including source delineation and remediation.

The partnership approach channels similar interests together into effective and constructive action. Engaged stakeholders, and a committed local presence in each watershed, help to optimize limited resources.

On the groundwater side, WLAP's core business in support of the DWPA includes an extensive observation well network of over 60 wells on Vancouver Island, the development of a well protection tool kit and new groundwater protection legislation. On Vancouver Island, WLAP's Environmental Protection program has undertaken monitoring programs in identified high priority 1A aquifers on Hornby Island and in the Cowichan Valley. Further monitoring programs are planned for 2005.

Historically the Ministry of Health, now devolved as Health Authorities, have had the responsibility to oversee water systems from a public health perspective. When the Safe Drinking Water Regulation was released in 1992 the involvement in water systems was increased substantially with allowance for a minimal increased number of staff.

In 1998 the Attorney General's office published a report stating that the management of water systems was inadequate and disjointed. In 1999 the Provincial Health Officer published a report that made a number of recommendations to improve the management of water systems.

The Drinking Water Protection Act was developed and brought into force in 2002. Implementation of the Drinking Water Protection Act and Drinking Water Protection Regulation is continuing to roll out as the Health Authorities work toward more integrated partnerships with various government agencies, water suppliers and the public.

The Action Plan for Safe Drinking Water in British Columbia stated eight principles. The first four being applicable to watershed protection:

1. The safety of Drinking Water is a public health issue.
2. Source Protection is a critical part of drinking water protection.
3. Providing Safe Drinking Water requires an integrated approach.
4. All water systems need to be thoroughly assessed to determine risks.

5. Proper treatment and water distribution system integrity are important to protect human health.
6. Tap water must meet acceptable safety standards and be monitored.
7. Small systems require a flexible system with safeguards.
8. Safe drinking water should be affordable, with users paying appropriate costs.

Currently, Sections in Part 3, 4 and 5 of the Drinking Water Protection Act provide support in watershed protection.

The Regional Districts have indicated a desire to participate and are in need of access to the support from all related agencies using an integrated consistent approach. This proposal offers to assist the Regional District in providing the support they need for watershed protection, in a timely efficient manner.

Discussion:

The above information supports the move toward a development of one Authority Wide Steering Committee and six (6) Regional District Technical Committees, which will bring consistency across the Health Authority and efficiency in dealing with similar issues that many Regional Districts are facing.

The definition of a watershed varies within both local and provincial governments. A number of small "watershed" committees exist that do not have Vancouver Island Health Authority representation present. In view of the potential number of "watershed" committees that are possible with the varied definitions and the limited resources available to assist these committees a coordinated organized approach is necessary.

It is proposed that two levels of committees be established. The first a Vancouver Island Watershed Steering Committee with Island wide jurisdiction and the second a Regional District Technical Watershed Protection Committee.

Membership of the Vancouver Island Watershed Steering committee would include but not be limited to a representative from the following:

- Vancouver Island Health Authority – Drinking Water Officers
- Chair/Facilitator – VIHA Regional Drinking Water Co-ordinator
- Ministry of Health
- Ministry of Water Land and Air Protection
- Ministry of Forests
- Ministry of Energy and Mines
- Ministry of Transportation
- Ministry of Sustainable Resource Management
- Regional District of Mount Waddington
- Regional District of Alberni-Clayoquot
- Regional District of Comox-Strathcona
- Regional District of Nanaimo

Regional District of Cowichan Valley
Capital Regional District
Islands Trust
Private foresters

This committee would be responsible to facilitate a consistent integrated approach and offer support in watershed management across Vancouver Island to the Regional District Technical Watershed Protection Committees. The Steering committee would also resolve issues by taking the necessary actions under legislation or in making recommendation to change legislation if found necessary to ensure protection of drinking water sources.

The Technical Watershed Protection Committee from each Regional District would include but not be limited to members from the following:

Regional District Rep from Steering Committee
Regional District staff such as – planning, zoning, water, waste water, building
Member Municipalities
Vancouver Island Health Authority – Regional Land Use/Water Consultant
Ministry of Water Land and Air Protection
Private foresters
Islands Trust
Member or members from the public

At this committee level it is proposed that all watersheds, as defined by the Ministry of Water Land and Air Protection, within the Regional District be reviewed for priority actions in the protection of groundwater and surface waters used for domestic purposes.

Technical advice from the government agencies represented and the tools available for watershed planning and protection would be combined and utilized to review each watershed within the regional district.

A proactive Land Use impact inventory on drinking water supplies would be conducted, and reactive investigations of allegations of drinking water source contamination would be reviewed and resolved if possible.

When discovering an issue that cannot be resolved a referral would be made to the Watershed Steering Committee for their review, support and action.

These committees would allow a consistent proactive approach to watershed management and systematic review to prioritize watershed management issues.

Justification:

There are currently a number of watershed committees operating without adequate partnerships with appropriate agencies. Often at these committees there is no authority present to follow through with necessary actions to ensure the protection of drinking water sources. With limited resources available at all levels of government the establishment of the Vancouver Island Watershed Steering Committee and the Regional District Technical Watershed Protection Committees will be efficient on resources but also effective in managing issues in an integrated approach.

In keeping with the directive given by the Government of British Columbia it is proposed that the Vancouver Island Health Authority support the development of these committees to oversee an integrated approach and to ensure a proactive resolution of threats to drinking water sources.

Funding Source: Costs of travel to be borne by members.

Enclosures: *R Gear*

The Action Plan for Safe Drinking Water in British Columbia

Prepared by:

Robin Gear, CPHI(C)
Regional Drinking Water Co-ordinator
Vancouver Island Health Authority

Reviewed by: united

Approved by: *[Signature]*

Vancouver Island Watershed Protection Steering Committee

Terms of Reference

Committee name: Vancouver Island Watershed Protection Steering Committee

Committee type: Steering Committee

2005 Chairperson: Robin Gear

Background and Project Proposal: Please see attached Proposal from Vancouver Island Health Authority.

Purpose:

To develop a partnership between VIHA, Regional Districts, WLAP and the private sector (where applicable) which will work toward an integrated, consistent approach to source to tap protection, conservation and management of drinking water, both surface and ground water, throughout Vancouver Island.

To form Technical Water Protection Committee within each Regional District on Vancouver Island, with appropriate representation as determined by the steering committee. The technical committee will determine priority water quality concerns.

All members are expected to be accountable and assist in their capacity to ensure drinking water sources are protected.

The goal is to ensure development and industry activity occurs using best practices management.

Operating Principles:

1. Membership for the Steering Committee will be composed of staff representatives. Determine recommendations for membership of the Technical Committees.
2. Representation from other agencies not on the Steering Committee will be invited to participate as required.
3. Committee time and travel costs will be borne by the committee members.
4. Responsible for the development of the Terms of Reference for the Steering and Technical Committees.
5. Develop a consistent approach to watershed (including groundwater) protection for areas within Vancouver Island's Regional Districts.
6. Provide inter-governmental assistance where possible.
7. Members to meet semi-annually to review progress of technical committees and to address pertinent issues brought forth by the technical committees. Additional meetings may be appropriate.
8. Make recommendations for resource needs, legislation, resources, policies, bylaws, and guidelines/procedures as necessary.

2005/02/16

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /
STATE OF SUSTAINABILITY PROJECT MEETING
HELD ON WEDNESDAY, FEBRUARY 9, 2005
IN THE COMMITTEE ROOM

Present:

Director Bill Holdom	Chair
Brian Anderson	
Douglas Anderson	
Gordon Buckingham	
Betty Collins	
Ross Peterson	
Sharon Thomson	

Also in attendance:

Christina Thomas	Senior Planner, Community Services
Neil Connelly	General Manager, Community Services
Adrienne Mercer	Communications Coordinator

Absent:

Director Dave Bartram	Deputy Chair
Janet Farooq	
Adele McKillop	
Sylvia Neden	

CALL TO ORDER

Director Holdom called the meeting to order at 7:05 PM.

MINUTES

The minutes from the previous meeting (Jan.12/05) were approved as presented.

Old BUSINESS

a) Advancing Sustainability in the Regional District of Nanaimo at the Corporate Level

C. Thomas provided an update regarding actions the Regional District of Nanaimo is taking in response to the discussion that took place between the RGMAC and the RDN Board Chair and Chief Administrative Officer at the January 12, 2005 RGMAC meeting about the advancement of sustainability at the corporate level. It was noted that a report is being prepared, under the direction of the Chief Administrative Officer, to describe the various RDN projects, initiatives, and work programs that will help the region become more sustainable, in response to the RGMAC comment about the desirability of such a document. The document will also help fulfill an obligation to report annually on progress towards regional growth strategy implementation.

C. Thomas introduced the RDN Communication Coordinator, Adrienne Mercer, and indicated that she and Adrienne are collaborating in the preparation of the document.

A. Mercer distributed information about the proposed document, and invited each RGMAC member to provide feedback from a resident's perspective regarding the content and appearance of the document, either at the subject meeting, or after the meeting through e-mail or telephone call.

RGMAC members expressed enthusiasm about the document, and provided some ideas for consideration in the report development.

R. Peterson asked for an update regarding Director Bartram's Notice of Motion about drinking water protection work, to request the RDN to consider providing additional services related to water conservation, drinking water education and awareness, water quality and quantity information, and drinking water/watershed protection planning, to all electoral areas, not just the portions of electoral areas within RDN water service areas. N. Connelly indicated that it is anticipated a motion about the topic will be considered at the March 8, 2004 Committee of the Whole.

NEW BUSINESS

a.) Sustainability Report Work Program

C. Thomas provided an overview of the February 2, 2005 staff report, "Sustainability Report Work Program". It was noted that the report provides a work program for the preparation of the comprehensive report about the sustainability of the region, that the work program was developed with the target of submitting the report to the Committee of the Whole on October 11, 2005, and that there is some flexibility regarding the number of RGMAC meetings depending upon work progress, other emerging commitments, level of RGMAC input desired and availability of sustainability indicator data. The RGMAC had general discussion regarding the type of information that should be conveyed in the sustainability report, and the types of conclusions that may be drawn from indicator data. The RGMAC received the February 2, 2005 staff report, "Sustainability Report Work Program".

b.) Malaspina University College Class Participation to Obtain Youth Perspectives About Sustainability

C. Thomas provided an overview of the February 2, 2005 staff report, "Malaspina University College Class Participation to Obtain Youth Perspectives About the Sustainability of the Region". It was noted that a meeting with a fourth year level, sixteen student Malaspina University College geography class has been arranged for March 30, 2005, for the purpose of providing an opportunity for the students to experience a real local government regional growth strategy related public participation opportunity and to provide an opportunity for the RGMAC to obtain feedback and ideas about sustainability from a younger segment of the regional population. C. Thomas provided an overview of the proposed agenda for the meeting. The RGMAC received the February 2, 2005 staff report, "Malaspina University College Class Participation to Obtain Youth Perspectives About the Sustainability of the Region". The RGMAC discussed possible adjustments to the meeting agenda, requested that specific amendments be made to the agenda, and approved the agenda as amended.

NEXT MEETINGS

The next meeting is March 10, 2005 at 5:00 PM. C. Thomas indicated that arrangements are being made for selected staff from the provincial and federal government to attend the March meeting to provide information about what these orders of government are doing in regard to sustainability. Future meetings were set for March 30, 2005, April 14, 2005, and April 28, 2005.

R. Peterson distributed information to the RGMAC about an upcoming free lecture in Parksville regarding sustainability.

ADJOURNMENT

Director Holdom adjourned the meeting at 8:45 PM.

Chair, Director Bill Holdom

**Minutes for the Meeting held:
Monday, February 7, 2005 @ 1:30 PM
Regional District of Nanaimo – Committee Room
6300 Hammond Bay Road, Nanaimo, BC**

Present:

Andrew Tucker	Nanaimo
Cheryl Wirsz	Parksville
Ian Howat	Lantzville
Neil Connelly	RDN
Christina Thomas	RDN
Bob Lapham	RDN
Brent Mueller	MCAWS

Absent:

Paul Butler	Qualicum Beach
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1. Call to order.

N. Connelly called the meeting to order at 1:40 PM.

2. Minutes from Previous Meeting

The minutes from the previous meeting (Jan.27/05) were approved as presented.

3. Old Business

a) *Urban Containment & Fringe Area Management Implementation Agreement Review*

B. Mueller facilitated discussion related to the Urban Containment and Fringe Area Management Implementation Agreement (UCFAMIA) Review.

B. Mueller summarized project progress made to date. B. Mueller indicated that the participants discussed all of the issues identified thus far, that a draft Urban Containment Implementation Agreement has been developed to address the issues as directed by the IAC, that project discussion has resulted in the identification of several topics to be addressed in the next scheduled review of the Regional Growth Strategy, and that the draft Urban Containment Implementation Agreement may be ready for conveyance to the Committee of the Whole and Board soon.

N. Connelly conveyed information about the Town of Qualicum Beach's perspectives regarding the UCFAMIA Review and input into electoral area land use decisions on behalf of P. Butler at his request. It was noted that the Town deems the draft Urban Containment Implementation Agreement acceptable, that the future work the RDN will be considering undertaking in regard to water protection might provide the certainty the Town desires for watershed land, and that if this water protection work does not provide certainty discussion could take place regarding a separate agreement or some other arrangement. It was noted that the Town is presently reviewing its Official Community Plan, that no changes to the Urban Containment Boundary are being proposed as a part of the review, and that the Town will be submitting a new Regional Context Statement to the RDN in February 2005 as a part of this project.

The IAC discussed the second draft of the Urban Containment Implementation Agreement. A. Tucker indicated that further discussion might be required with City of Nanaimo senior staff to determine the acceptability of the Agreement. The IAC discussed possible outstanding issues and methods of addressing them. The IAC requested that the draft Agreement be amended as follows:

- Clarify that the purpose of the Agreement is to provide parties to the Agreement the flexibility to be able to make changes to the Urban Containment Boundary at whatever interval each party deems appropriate, out of synch with regularly scheduled reviews of the Regional Growth Strategy;
- Letter the bulleted sections of the Agreement to make it easier to refer to specific Agreement sections;
- Include a preamble at the beginning of “Section 4.0 Agreements” that specifies applications to change Urban Containment Boundaries will be assessed based on the specified criteria;
- Delete the words “urban containment policies and” in “Section 4.0 Agreements”, under the sub-section titled “Process”, in the first bulleted statement;
- Change the reference to the sub-committee of the IAC in the third bulleted statement, under the sub-section titled “Process” in “Section 4.0 Agreements” to the IAC Core Group; and
- Reference Regional Growth Strategy Policy 1C in the beginning of the Agreement.

A. Tucker committed to undertaking further discussion with City of Nanaimo staff about the draft Agreement, and N. Connelly committed to participating in those discussions as deemed appropriate.

C. Thomas described the proposed procedural steps for finalize the Urban Containment Implementation Agreement. The IAC concurred with the proposed procedural steps and requested that the proposal be clarified to include provisions for a joint administrator/IAC meeting, and RDN staff presentations to member municipality councils as deemed appropriate by each municipality.

C. Thomas described the proposed method of providing an opportunity for public input as a part of finalizing the Urban Containment Implementation Agreement. The IAC concurred with the proposed approach and requested that one additional newspaper be used for advertising purposes.

4. **New Business**

a) City of Parksville Regional Context Statement

C. Thomas provided an overview of the City of Parksville request for the RDN to continue to accept its Regional Context Statement. The IAC concurred with the RDN Regional Growth Management Services staff recommendation that the RDN continue to accept the City of Parksville Regional Context Statement (RCS). C. Wirsz indicated that the City intends to rewrite the RCS to conform to the new RCS content requirements as a part of future changes to their Official Community Plan.

b) City of Nanaimo Urban Containment Boundary Change Proposals

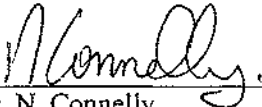
A. Tucker provided an update about the status of applications to move the Urban Containment Boundary in the City of Nanaimo. It was noted that the Plan Nanaimo Advisory Committee had recently considered several requests to amend the Urban Containment Boundary, that it supported all of the requested changes, that Council would be considering the requested changes soon, and that it is anticipated that UCB changes will be forwarded to the RDN for consideration in February of 2005 – for discussion at the March 10th Intergovernmental Advisory Committee meeting.

5. **Next Meeting**

The next meeting was set for March 10th

6. **Adjournment.**

N. Connelly adjourned the meeting at 3:30 PM.



Chair, N. Connelly

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE MEETING HELD ON THURSDAY, FEBRUARY 24, 2005, AT 12:00 PM IN THE RDN BOARD CHAMBERS

Present:

Director T. Krall	Chairperson
Director R. Cantelon	City of Nanaimo
Director L. McNabb	City of Nanaimo
S. Tanner	Town of Qualicum Beach
Director H. Kreiberg	Electoral Area A
Director G. Holme	Electoral Area E
Director D. Haime	Electoral Area D
Director J. Stanhope	Electoral Area G
Alternate Director D. Heenan	Electoral Area H

Also In Attendance:

N. Connelly	General Manager, Community Services
R. Henry	Manager, Transportation Services
B. Clemens	City of Nanaimo
T. Moscrip	City of Nanaimo

Regrets: Director T. Westbrook	Town of Qualicum Beach
Director D. Bartram	Electoral Area H
Director B. Holdom	City of Nanaimo

CALL TO ORDER

The meeting was called to order at 12:05 pm. The Chair asked N. Connelly to update progress on relocating the downtown Nanaimo Transit Exchange. N. Connelly referred to the minutes of the Transit Select Committee meeting dated December 14, 2004, at which time the Committee supported relocation to the west side of Wallace Street, between Fitzwilliam and Wentworth. He confirmed the site to be both technically feasible and operationally efficient for transit operations (e.g. efficient transfers, connections and access to Front Street via Bastion Street). The proposed site was reviewed with the City of Nanaimo staff and the Managing Director of the Downtown Nanaimo Partnership.

In terms of the public consultation process, staff provided information on the new proposed site to the Downtown Partnership, the Partnership's Housing, Design and Development Sub-Committee, the Old City Quarter Board, and to business owners in proximity to the proposed transit site. In addition, staff provided an overview of the proposed exchange at the January breakfast meeting of the Downtown Nanaimo Partnership.

DELEGATION

Mr. Art Rotherham provided information on behalf of a number of business owners in proximity to the proposed transit site. The principal issue was street parking losses on the west side of Wallace street, with the potential loss of additional parking on the east side of the street arising from increased left turn

movements of buses on to Bastion Street. Other issues include garbage control, noise, vandalism, diesel fumes and the lack of washroom facilities. He advised that many of the affected business could be classified as “destination businesses”, with clientele who do not use transit. He stressed that the loss of parking spaces in the area could have a negative impact on businesses in proximity to the exchange. He questioned the Committee on the feasibility of other areas to locate the exchange, including along Wallace Street in front of City Hall, and on Front Street near Esplanade.

The Chair advised that a study to find a longer-term solution would be convened in the future, and asked N. Connelly to provide an update on this agenda point. N. Connelly referred to the report and advised that the project schedule allows for a spring (2005) start and fall completion of the report to assist in service and budget planning for 2006; and advised that that the project provides for extensive consultation with various stakeholders in the downtown area, transit riders and the public. Discussion followed on concerns of old quarter business owners in proximity to the proposed site, the requirement to vacate Gordon Street for May 1, 2005, associated logistics to facilitate an orderly relocation of the downtown transit exchange, a traffic study for the intersection at Wallace and Bastion Streets, preparation of new transit schedules and notification of general public and riders of schedule changes.

MOVED by Director Cantelon, SECONDED by Director Stanhope, that staff review the proposed exchange site along with other potential sites and develop a report for consideration by the Transit Select Committee for March 10, 2005. CARRIED

MINUTES

MOVED by Director Kreiberg, SECONDED by Director Haime, that the Minutes of the Transit Business Plan Select Committee meeting held January 27, 2005 be received for information.

CARRIED

ADMINISTRATION

Area “H” HandyDART Service

N. Connelly briefed the Committee on the report, noting that there are various options available to provide service to Area H. In addition to the status quo, options include reductions to the current handyDART service from weekly to twice a month service, and implementation of a blended-handyDART service.

Due to absence of the Area Director, it was MOVED by Alternate Director Heenan, SECONDED by J. Stanhope that this report be deferred to the next Transit Select Committee meeting. CARRIED

Nanoose Bay Community Bus Expansion Proposal

N. Connelly briefed the Committee on the report and confirmed that BC Transit will not cost-share for the proposed transit expansion; thus the full cost of the expansion would be borne by the Regional District through the tax requisition process. He advised that this approach would represent a departure from the normal practice of BC Transit cost sharing for transit expansion.

MOVED by Director Cantelon, SECONDED by Director Haime, that the Nanoose Bay Community Bus Expansion report be received for information. CARRIED

MOVED by Director Cantelon, SECONDED by Director Stanhope that the Nanoose Bay Community Bus expansion proposal be deferred indefinitely. CARRIED

Amendment to 2004/05 Annual Operating Budget

N. Connelly briefed the Committee on the report, and advised that amendment was necessary to factor for the implementation of the Parksville-Qualicum Beach Community Bus on June 27, 2004, at which time conventional and custom transit elements were blended to provide for the new service. There are no cost implications associated with the amended AOA.

MOVED by Director McNabb, SECONDED by Director Kreiberg, that the 2004/05 Annual Operating Agreement (AOA) with BC Transit be approved. CARRIED

Terms of Reference for Downtown Nanaimo Transit Review

MOVED by Director Cantelon, SECONDED by Director Krieberg, that the Terms of Reference for a study on transit exchange and service delivery options for the longer term for downtown Nanaimo be approved and that staff issue a Request of Proposals for a Project Consultant for the study. CARRIED

Transit Fare Discounts

N. Connelly advised the Committee that effective January 2005, the Department has discontinued the past practice of discounting fare products to some local support agencies, on request. This policy change was based on the need to ensure consistent pricing on fare products and maximize farebox revenues. He advised that letters were sent to agencies advising of this change, and the change has been met with general acceptance. Letters provided useful information on fare discounts, product vendor information, as well as information on the BC Bus Pass program (substantially reduced transit fares for eligible seniors and disabled persons).

MOVED by Director McNabb, SECONDED by Director Stanhope, that the verbal report regarding the removal of discounts on transit fare products be received. CARRIED

Service Route Alterations – Qualicum Beach

R. Henry advised the Committee that a ridership count in the area of Chartwell / Eaglecrest was completed as requested by Mayor Westbrook; to be used in discussions re potential service alterations to meet local demands. S. Tanner confirmed this information should be provided to Director Westbrook on his return.

MOVED by Director Cantelon, SECONDED by Director Krieberg, that the verbal report on Service Route Alterations – Qualicum Beach be received for information, for further discussion between staff and Director Westbrook. CARRIED

First Nations Transit Funding

R. Henry advised the Committee that the Nanoose Bay First Nation was approached on the possibility of providing funding re transit service provided by RDN Transit. The band administrator confirmed that the request would be reviewed by tribal elders in the near future. The earliest possibility of support would be

for the 2006/7 operating year (commencing April 1, 2006). The Department of Indian Affairs may be involved in discussions. Staff will advise of results at a later date.

MOVED by Director Cantelon, SECONDED by Director Kriebert, that the verbal report on the First Nations transit funding be received for information. CARRIED

NEW BUSINESS

ADJOURNMENT

The meeting was adjourned at 1:20 pm.

T. Krall
Chair



REGIONAL DISTRICT OF NANAIMO			
FEB 23 2005			
CHAIR		GMCrs	
		GMCrs	
CAO		GMDS	
		GMES	

MEMORANDUM

TO: Neil Connelly
General Manager of Community Services

DATE: February 16, 2005

FROM: Rob Henry
Transportation Services Manager

FILE: 8600 01 EA H

SUBJECT: Area H HandyDART Service

PURPOSE

To report on the feasibility of various custom transit service delivery options for Area H, including budget impacts and implementation strategies.

BACKGROUND

At the Transit Business Plan Select Committee meeting on January 27, 2005, staff confirmed that the bylaw implemented in 2004 for Area H (concurrently implemented with the Community Bus bylaw for Areas E, G, Parksville and Qualicum Beach) provided for the use of taxis for handyDART clients residing in Area H, and if necessary, the use of a handyDART van. For 2004, the old cost sharing formula was applied resulting in a taxpayer cost of \$1,490. Moving into budgeting for 2005, it is now clear that the level of common costs attributed to Area H for 2004 was too low. As a result, the taxpayer cost of once a week handyDart van based service is estimated at \$8,340. This report provides information to respond to the Committee's suggestions on alternative service approaches.

The current service for Area H provides for a dedicated handyDART van on Fridays that transports, on average, three clients each way. In the past, supplementary service was provided to a Parksville handyDART client to travel to area H, however this service is no longer in effect. Accordingly, this service is now provided solely for Area H residents.

Further to the Transit Select Committee meeting, a review of the following options is provided.

- Increase fares. The current handyDART fare is \$2.50 for one-way travel, or \$2.25 when using a ticket from a sheet of five pre-paid handyDART tickets. These rates apply across the District. Assuming maintenance of current ridership, the following table indicates tax requisition impacts associated with increments of \$2.50 to the current single fare, to a maximum fare of \$10.00.

	Status-quo	Double fare	Triple fare	Quadruple fare
Fare	\$2.50	\$5.00	\$7.50	\$10.00
Area H tax requisition	\$11,645	\$10,910	\$10,175	\$9,440

It should be stressed that many of these trips are discretionary in nature; it is conceivable that with fare increases, clients could seek alternative arrangements rather than use handyDART. The risks associated with reductions to ridership could outweigh any tax savings due to increased fares.

2. Service arrangements in conjunction with the Regional District of Comox-Strathcona. The Regional District of Comox-Strathcona does not currently provide custom transit service south of Royston. The operator confirmed they are not able to service such a small number of riders from the boundary line between the two districts (approximately 10 km north of Bowser). Although a survey of our current clients has not been done, it would appear that their needs are for activities specifically within District 69, such as for medical appointments in Qualicum; spousal visits to Trillium Lodge, or to pick-up a prescription from a local pharmacy.
3. Deliver medical supplies to Area H. In terms of the potential for delivery of prescriptions to area H residents, the Medicine Shop in Parksville have confirmed that they cannot deliver north of Qualicum Beach, which is the most northern point where their staff reside. Other area pharmacies have confirmed that they do not deliver medical supplies to Area H, although it is conceivable that that some agencies would mail-out prescriptions.
4. Transport through community service programs The Society for Organized Services (SOS) in Parksville provides a range of community volunteer support services within District 69. This includes the provision of special needs transportation to Area H residents for medical clinics in Parksville and Qualicum Beach. Traditionally, dispatch staff provide information on these services to clients when, due to schedule and budget limitations, the Department cannot provide the service.
5. Veterans benefits. When a taxi is dispatched to service a registered handyDART user, who is a veteran eligible for Veterans Affairs Canada (VAC) benefits, the user would pay the normal cash fare for the ride, then would be eligible for reimbursement for some of the costs under the VAC program. It would be the responsibility of the user or caregiver to submit the documentation to VAC. For RDN Transit, there is no distinction between veterans and non-veterans users in terms of service delivery and funding.

ALTERNATIVES

1. Continue to provide dedicated weekly handyDART trips between Area H and the Parksville-Qualicum Beach area (i.e. status-quo).
2. Provide dedicated handyDART service twice a month, with connections to the Qualicum Beach Civic Centre. Users would be transferred into the District 69 Community Bus system at the Qualicum Beach Civic Centre, and if required, transfer onto a Community Bus to continue their journey. HandyDART service from Area H would be timed to meet the Community Bus at the Civic Centre.
3. Provide blended taxi / handyDART service, with connections to the Qualicum Beach Civic Centre. Taxis would provide the main mode of transport, three times per month and a handyDART van would run once a month. This three-to-one ratio is considered appropriate from a customer service and budget context. Given BC Transit's significant cost share for custom transit, there are advantages associated with dispatching a taxi vs. operating a handyDART when the numbers of users are three or less (hence the greater use of taxi). However, there will be requirements, from time to time, to use a handyDART van to provide specialized services to users (e.g. wheelchair users incapable of using

taxi) or to larger groups that cannot be accommodated within a taxi. The Department has spoken with the taxi operator who advised that under his licence, the trips need to be metered.

FINANCIAL IMPLICATIONS

1. In 2005 there is an adjustment to recover the prior year deficit, which adds an additional \$2,200 for a total of \$10,540. The tax requisition to maintain current handyDART service would be approximately \$8,340.
2. The tax requisition for twice a month handyDART service, from Area H to the Qualicum Beach Civic Centre, would be approximately \$5,100 (2005=\$7,300).
3. The tax requisition of using a blend of taxi and handyDART van service at the current service level (four times a month from Area H to Qualicum Beach Civic Centre) would be \$6,500 (2005=\$8,700). For taxi trips, an average taxi fare of \$80 a trip segment, or \$160 per day, applies.

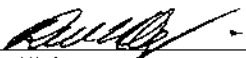
SUMMARY

Various service delivery options and support mechanisms have been considered. Regardless of service delivery options, shared costs to provide service to Area H will apply. In terms of increases to transit fares, the associated reduction to tax the requisition could well be offset by ridership losses. This option is considered to be a high risk.

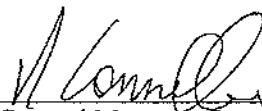
When custom ridership levels are low, as in the case for Area H, there is a cost advantage in using taxi service, where possible, rather than a HandyDART van. A blended taxi/handyDART approach does result in a reduced tax requisition, and would closely match current service levels. In addition, by linking to the District 69 Community Bus system at the Qualicum Beach Civic Centre, this would serve to both support and promote the regional aspect of transit.

RECOMMENDATION


That the blended taxi / handyDART service for area H be implemented in 2005.



Report Writer



General Manager Concurrence



A/C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
FEB 23 2005	
CHAIR	GMCMS
	GMCMS
CAO	GMDS
	GMES

MEMORANDUM

TO: Neil Connelly
General Manager of Community Services

DATE: February 16, 2005

FROM: Robert Henry
Transportation Services Manager

FILE: 8770 01 EA E

SUBJECT: Nanoose Bay Community Bus Expansion Proposal

PURPOSE

To provide information on the public consultation process and staff recommendations related to the proposal to expand transit service (Community Bus) in Nanoose Bay.

BACKGROUND

On December 14, 2004, staff were directed by the Board to consult with Area E residents, in January 2005, to provide for the Board's consideration of a new service in conjunction with the adoption of the final (2005) budget. Accordingly, staff organized an open house for Area E residents for January 14th from 4:00 to 8:00 pm to discuss the transit expansion proposal and seek public input on the proposed expansion.

A total of 45 residents attended the first session, and 5 attended the second session. In addition, some residents visited the open house between presentations, and were provided information from staff. Presentations included an overview of the mandate of RDN transit, a review of funding aspects (provincial cost-sharing, tax requisitions and fare revenues), the support role of BC Transit, and finally the expansion proposal for possible implementation in 2005.

Service Expansion Proposal

At the open house, staff advised attendees that the current #21 intercity provides scheduled service to Nanoose Bay, Parksville and Qualicum Beach. The proposed expansion would see the introduction of Community Bus to Area E, to connect with the existing #21 Intercity Connector through timed meets. The Community Bus "Connector" would operate on a fixed route and schedule to areas not serviced by conventional transit.

The operating schedule would have additional time factored in to provide route diversions into rural neighbourhoods and to accommodate persons with disabilities. The proposed expansion would result in an additional five hours of service on weekdays and four hours on Saturdays. Staff advised that the financial tax implications for property owners in Area E were based on an annual net cost (i.e. operational costs less revenues, based on estimated ridership figures) for the new service of \$60,000. Given the potential for an extension of the Provincial funding freeze for transit expansion that went into effect in 2002, the cost estimates included no cost sharing from BC Transit.

Staff confirmed that if a decision were made by the Board in February 2005 to proceed with the proposed expansion, appropriate budget adjustments would need to be incorporated into the final budget. Staff advised that information for the service would be forthcoming in the future as to whether this expansion would be cost shared in the 2005/2006 Annual Operating Agreement (AOA) between the RDN and BC Transit. It has since been confirmed that BC Transit will not be able to factor this cost-share into the 2005/2006 AOA.

Questionnaire

To gain specific feedback, attendees were asked to complete questionnaires at the open house. Results have been tabulated and are attached. It is important to note that although the results of the questionnaire indicate that, in general, respondents were positive about the concept of more transit service in the local area, there was general concern regarding associated tax implications for property owners.

ALTERNATIVES

1. Receive the report for information and instruct staff to defer this proposed expansion for consideration in the next budget year.
2. That adjustments be provided for the 2005 budget for the proposed service to be implemented in July 2005 and that the department proceed with route schedule and implementation strategies, including additional public consultation.

FINANCIAL IMPLICATIONS

1. There are no cost implications associated with deferment of the proposed expansion for consideration in the next budget year.
2. Detailed costs for implementation for the proposed expansion would need to be worked out prior to inclusion within the 2005 budget. BC Transit will not cost share in the expansion costs. Based on preliminary estimates, the cost for this service would be \$60,000. The full costs of the service would need to be borne locally and adjustments would need to be made to the transit funding allocation formula in the Bylaw.

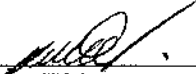
SUMMARY

The open house allowed staff to benefit from feedback from local residents with respect to the proposed expansion of transit service for area E, as well as to talk about existing transit service in the local area. Although the questionnaires provided useful information in a general context, due to the small sampling of the total area E population, the results are not broad based. The initial public feedback process can be followed up with additional consultation with Area E residents in 2006.

With the recent indication from BC Transit that they will not cost share in the service expansion, 100% of the funding for the service would need to be raised locally. If the service were to proceed, this would require that adjustments to the funding allocation formula among participant areas be undertaken. Further consultation with area residents, combined with potential more favourable future announcements from BC Transit on provincial funding for transit expansions, would allow for the service expansion proposal to be considered again by the Regional Board in 2006.

RECOMMENDATION

That the report on the Nanoose Bay Community Bus Expansion Proposal be received for information and that the proposal be deferred for consideration in 2006.



Report Writer



General Manager Concurrence


A/ _____
C.A.O. Concurrence

COMMENTS:

Attachment – Results of Nanoose Bay Transit Open House Questionnaire

Tabulation

questionnaire results

Total Respondents 45

Do You Use Transit Yes = 3
 No = 36
 No Answer = 3

How many times 1-5 =2
 6-10=0
 More = 0
 Rarely = 1

Where do you live Red Gap = 2
 Madrona = 2
 Garry Oaks = 6
 Fairwinds = 7
 Schooner Cove = 2
 Dolphin Beach = 4
 Beachcomber = 15
 Other = 4
 No Answer = 2
 Dolphin Dr., Craig Bay, Notch Hill, Morello Rd.,

What would be purpose of your trip
 Shopping = 33
 Medical = 25
 Social = 14
 Other = 13
 No Answer = 8
 Ferry, Theatre/Cinema, Work, Planes, Victoria, Church

What time of day would you travel
 Morning = 28
 Mid Day = 15
 Afternoon = 24
 No answer = 8

Frequency Table 1: “Please provide any information that you feel may help in the development of your Community Bus”

The following table indicates the type of comment/recommendation raised to help in the development of community bus, and the # (frequency) of respondents.

Type of comment/recommendation	Frequency
Advertise	3
Stress Importance of buses when you can no longer drive and for youth	11
Bus Stops Close to home	4
Frequency of Service 2 – 3 days per week	8
Frequency of Service 4-7 days per week	1
Later service on Fridays to/from Nanaimo	1
Bus Service not feasible	1
Study further/question all residents/advise costs	6
Punctual Service	1
Low Fare	3
Assigned Protected bus stops/shelters	3
Phone in for ride system	2
Promote Environmental Benefits	4
Park & Ride	2
Tie in with BC Ferry Schedule	6
Other	8

Frequency Table re.. If you don’t use transit, can you tell us what would encourage you to do so?

The following table indicates the type of provision that would induce transit ridership in area E.

If the times were convenient to go to where I needed	5
Bus Stops close to home	17
Frequency of Service	4
Help the environment	2
Price of gas/car insurance	1
Inability to drive (physical/bad weather/can’t drive)	10
Other	9

(specific comments for these two items on following pages)

Comments (compiled) re...“ *please provide any information that you feel may help in the development of you Community Bus*”.

- Advertise
- Communicate
- Stress it (no bus service) would mean staying at home or relying on neighbours & friends when you can no longer drive
- Timetable for frequency
- Bus stops close to our house
- Cheap fare
- Seven day per week service
- Assigned and protected bus shelters
- Phone in service
- The plan as presented meets our requirements
- Strongly support expansion into Beachcomber
- Would help seniors remain in their homes after they are no longer able to drive
- Allow youth and seniors to be less reliant on the automobile
- Covered bus shelters with seats; steps suited to seniors
- Time is right to promote environmental benefits
- Park and Ride area
- Three times per week would probably be sufficient & cheaper. The frequency could always be increased if necessary and a move that would be more popular than decreasing service at a later date
- The costs concern me.
- Why should one home pay more in taxes or subsidy than the next; advertising essential for several months after inception
- Partial weekly service may be more viable than daily service; people will learn to schedule their journeys
- Important to tie in with ferry schedules; small “flex” buses that you can call if you require it
- A later bus Tuesday night (cheap movie night) & possibly Friday night to coincide with later mall hours
- Inclement weather, snow, more service
- How did we get to an expanded bus service meeting, the “draft” OCP objective states “examine the feasibility of expanding bus service”?
- Access to Northwest Bay bus
- Use small vehicles in order to save on costs
- Extensive advertising
- Punctual service in line with timetables
- Without a larger population do not understand how we can afford expanded bus service
- There are many seniors in the Beachcomber area who would benefit from a regular service. Young people and students would also benefit
- Regular service on set days
- Some people who need service will not have been able to get to the open house
- Make Red Gap the transfer point
- Do a survey of the residents of all of Nanoose
- Not good eyesight, (bus) would make Parksville and Nanaimo available to me

- Twice a week to Nanaimo, Parksville, Qualicum
- As I get older I would use it to get to Woodgrove shopping centre
- You are rushing this decision
- Let the public (majority) have some input
- Not to be considered unless costs shared as in other regions
- Let the taxpayers request the service, not staff or transit authority
- Advise cost re handyDART services and regular runs
- Regular scheduled trips to Parksville and Nanaimo coordinating with buses to Victoria & ferries
- Pilot program to feed transit riders to main routes
- If subsidized, value to community must be demonstrated
- Simplify route system to ferry
- “Age” sensitive; targets for connections
- Locations of shelters
- Simplified fares
- Seriously consider something other than everyday service; demographics in Nanoose give a lot of people flexibility
- We do not use public transit and do not plan to in the foreseeable future but we fully support the idea of Nanoose expansion as many seniors and children could benefit
- If funding from BC Transit is not available possibly service for 3 days a week should be reviewed
- Look at introducing a trial bus to gauge ridership
- A feeder route up Morrello Rd one or two days per week
- 2 x per week may be a good starting point for a satellite bus service
- Go and return within a reasonable period of time.

Comments (compiled) re ...*"If you don't use transit, can you tell us what would encourage you to do so"*?

- If the times were convenient to go shopping at Woodgrove
- Access to the buses on Northwest Bay Road
- Losing drivers license
- Physical disability
- Price of gas and car insurance
- Helping the environment
- Having transit within walking distance of home
- Service to Fairwinds
- Service between NW Bay Road and Beachcomber
- Poor weather for driving
- Inability to drive car eg ill health etc
- Frequency of service
- Regularity very important
- Transit bus service is not economically feasible in Nanoose as the ridership of this existing route proves
- Pick up points around Schooner Cove or Fairings
- I did not move to Nanoose Bay expecting Transit service
- Bus route up Powderpoint Road
- Service on Dolphin Drive
- Cost effective system-efficiently run-with good ridership
- Night trips
- Feeder service from Garry Oaks
- E&N connections
- Timely commute
- Confidence in schedule
- Economics
- Good communications for scheduling
- Earlier #21 intercity to get to work.

End of results – questionnaire over.

Transit Information Open House
Questionnaire

Please provide any information that you feel may help in the development of your Community Bus.

Lined area for providing information about the development of the Community Bus.

If you don't use transit, can you tell us what would encourage you to do so?

Lined area for providing information about factors that would encourage transit use.

Do you use transit?

- Yes
- No

In what area do you reside?

- Red Gap
- Madrona area
- Garry Oaks
- Fairwinds
- Schooner Cove
- Dolphin Beach
- Beachcomber
- Other (please specify):

If so, how many times per week?

- 1-5
- 6-10
- More

What would be the purpose of your trip if you used transit?

- Shopping
- Medical
- Social
- Other (please specify):

What time of day would you use transit? (please specify times if possible)

- Morning
- Mid-day
- Afternoon



Regional Transit



REGIONAL DISTRICT OF NANAIMO		
FEB 23 2005		
CHAIR		GMCMS
		GMC'S
CAO		GMDS
		GMES

MEMORANDUM

TO: Neil Connelly
General Manager of Community Services

DATE: February 16, 2005

FROM: Rob Henry
Manager of Transportation Services

FILE: 2240-20

SUBJECT: Amendment to the 2004/05 Annual Operating Agreement

PURPOSE

To bring forward the amended 2004/05 BC Transit Annual Operating Agreement for the Board's consideration and approval.

BACKGROUND

The Annual Operating Agreement (AOA) between the Regional District of Nanaimo (RDN) and BC Transit is renewed on an annual basis. It establishes cost sharing agreements for Custom (handyDART) and Conventional Transit services. The current AOA was approved in April 2004.

On occasion, the annual AOA is amended to reflect changes to service levels and new services, such as Community Bus. The attached amended 2004/05 AOA, with a covering letter from the Vice President Municipal Systems Programs, provides for service hour, cost and cost-sharing changes associated with the implementation of the Parksville-Qualicum Beach Community Bus on June 27, 2004. The time lag in compiling the amendment reflects BC Transit efforts to organize their accounts to deal with the blended transit service.

Due to the increasing popularity of Community Bus programs across the Province, BC Transit plans to set up a separate cost center in 2005/06 for Community Bus to make it easier to evaluate and monitor this new model of transit service. Over time, this could lead to increases in the cost-share allocation for Community Bus. Staff has confirmed that the changes to the pertinent schedules within the amended AOA are as expected, which correctly blend Conventional and Custom transit service in District 69 in 2004. There are no associated budget impacts: the amended AOA has no impact on the BC Transit cost share provided within the 2004 budget.

The 2005/2006 AOA with BC Transit for cost-sharing service delivery, from April 2005 to March 2006, will also include provisions for the Community Bus service. It is scheduled to be completed by BC Transit in March 2005 for consideration by the Board.

ALTERNATIVES

1. Approve the amendment to the 2004/2005 Annual Operating Agreement between the RDN and BC Transit.
2. Do not approve the amended 2004/05 Annual Operating Agreement.

FINANCIAL IMPLICATIONS

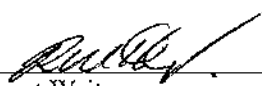
1. The cost share funding from BC Transit provided for in the amendment has been accounted for both in the 2004 budget for the Community Bus system and within the January to March portion of the 2005 budget.
2. Not approving the AOA amendment will eliminate BC Transit's obligation to cost share in the Community Bus service.

SUMMARY

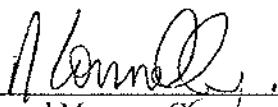
BC Transit has forwarded the amended Annual Operating Agreement covering the period from April 1, 2004 to March 31st, 2005 for the RDN Conventional and Custom Transit systems. Staff have worked with BC Transit on the development of this amended AOA, which includes the expected provincial funding for the Community Bus service in the Parksville and Qualicum Beach area that was implemented in June 2004.

RECOMMENDATION

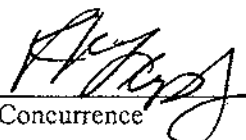
That the amendment to the 2004/05 Annual Operating Agreement (AOA) with BC Transit be approved.



Report Writer



General Manager Concurrence



CAO Concurrence

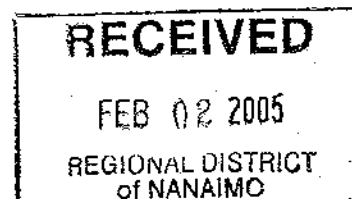
COMMENTS:



January 28, 2005

File: NAN/nan.23

Neil Connelly
General Manager, Community Services
Regional District of Nanaimo
PO Box 40
Lantzville, BC V0R 2H0



Dear Mr. Connelly:

Subject: 2004/05 Nanaimo Regional Conventional and Custom Transit Annual Operating Agreement (AOA) Amendment #1, Schedule "B" – Service Specification, Schedule "C" – Budget and Schedule "D" – Payment Schedule effective June 27, 2004.

I am forwarding an amendment to Schedule "B" – Service Specification, Schedule "C" – Budget and Schedule "D" – Payment Schedule of the 2004/05 Nanaimo Regional Conventional and Custom Transit Annual Operating Agreement.

The amendment reflects service hours, costs and cost sharing associated with the implementation of Parksville -Qualicum Beach Community Bus service, effective June 27, 2004. I understand that there has been considerable discussion between our staffs in developing the amended schedules and the attachments reflect the outcome of those discussions.

Unless I hear from you by February 15th, 2005, the 2004/05 Nanaimo Regional Conventional and Custom Transit Annual Operating Agreement will be amended with these new Schedules. Please call me if you have any questions about this amendment.

Yours truly,

A handwritten signature in black ink, appearing to read "Steve New".

Steve New
Vice President
Municipal Systems Program

Enclosures Amendment #1 - Schedule "B" - Service Specification, Schedule "C" – Budget, Schedule "D" Payment Schedule

Copy: Don Boyd, Steve Segal, Monica Andrei, Megan Hill & Catriona Brens, BC Transit

Scheduled Revenue Service

04/05 NAN Spring (Apr 01, 2004 to Jun 26, 2004)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	295.45	295.45	295.45	295.45	295.45	246.90	74.19
Kms/Day	7,049.63	7,049.63	7,049.63	7,049.63	7,049.63	5,720.66	1,700.29
04/05 NAN Summer (Jun 27, 2004 to Sep 06, 2004)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	298.71	298.71	298.71	298.71	298.71	247.68	74.19
Kms/Day	7,037.03	7,037.03	7,037.03	7,037.03	7,037.03	5,588.95	1,700.29
04/05 NAN Fall (Sep 07, 2004 to Dec 17, 2004)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	301.63	301.63	301.63	301.63	301.63	253.90	74.19
Kms/Day	7,049.63	7,049.63	7,049.63	7,049.63	7,049.63	5,720.66	1,700.29
04/05 NAN Christmas (Dec 18, 2004 to Jan 03, 2005)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	252.08	252.08	252.08	252.08	252.08	253.90	74.19
Kms/Day	5,720.66	5,720.66	5,720.66	5,720.66	5,720.66	5,720.66	1,700.29
04/05 NAN Winter (Jan 04, 2005 to Mar 31, 2005)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	301.63	301.63	301.63	301.63	301.63	253.90	74.19
Kms/Day	7,049.63	7,049.63	7,049.63	7,049.63	7,049.63	5,720.66	1,700.29

Extra Revenue Service

	Apr. 2004	May, 2004	Jun, 2004	Jul, 2004	Aug, 2004	Sep, 2004	Oct, 2004	Nov, 2004	Dec, 2004	Jan, 2005	Feb, 2005	Mar, 2005
Extra School Service Hours	53.13	50.60	55.66	21.32	0.00	53.13	50.60	53.13	76.89	50.60	50.60	43.01
Extra School Service Kilometres	751.17	715.40	786.94	546.24	0.00	751.17	715.60	751.17	1,285.17	715.60	715.60	606.00

Adjusted Revenue Service

	Apr, 2004	May, 2004	Jun, 2004	Jul, 2004	Aug, 2004	Sep, 2004	Oct, 2004	Nov, 2004	Dec, 2004	Jan, 2005	Feb, 2005	Mar, 2005

2004/2005 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2004 to Apr 30, 2004	4	4	4	5	4	4	4	1	30	Apr 09, 2004 Good Friday 2004 (Fri)
May 01, 2004 to May 31, 2004	4	4	4	4	4	5	5	1	31	May 24, 2004 Victoria Day 2004 (Mon)
Jun 01, 2004 to Jun 26, 2004	3	4	4	4	4	4	3	0	26	Jul 01, 2004 Canada Day 2004 (Thu)
Jun 27, 2004 to Jun 30, 2004	1	1	1	0	0	0	1	0	4	Aug 02, 2004 BC Day 2004 (Mon)
Jul 01, 2004 to Jul 31, 2004	4	4	4	4	5	5	4	1	31	Sep 06, 2004 Labour Day 2004 (Mon)
Aug 01, 2004 to Aug 31, 2004	4	5	4	4	4	4	5	1	31	Oct 11, 2004 Thanksgiving Day 2004 (Mon)
Sep 01, 2004 to Sep 06, 2004	0	1	1	1	1	1	1	1	6	Nov 11, 2004 Remembrance Day 2004 (Thu)
Sep 07, 2004 to Sep 30, 2004	3	4	4	4	3	3	3	0	24	Dec 25, 2004 Christmas Day 2004 (Sat)
Oct 01, 2004 to Oct 31, 2004	3	4	4	4	5	5	5	1	31	Dec 26, 2004 Boxing Day 2004 (Sun)
Nov 01, 2004 to Nov 30, 2004	5	5	4	4	3	2	2	2	26	Jan 01, 2005 New Year's Day 2005 (Sat)
Dec 01, 2004 to Dec 31, 2004	0	2	2	2	2	2	1	2	14	Mar 25, 2005 Good Friday 2005 (Fri)
Jan 01, 2005 to Jan 03, 2005	1	0	0	0	0	0	1	0	3	
Jan 04, 2005 to Jan 31, 2005	4	4	4	4	4	4	4	0	28	
Feb 01, 2005 to Feb 28, 2005	4	4	4	4	4	4	4	0	28	
Mar 01, 2005 to Mar 31, 2005	4	5	5	5	5	4	4	1	31	
Total	46	53	52	51	50	50	51	11	352	11 Exceptions

Monthly Summary

Month	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2004	7,484.60	53.13	7,537.73	177,728.03	751.17			178,479.20
May, 2004	7,509.25	50.60	7,559.85	178,097.35	715.40			178,812.75
June, 2004	7,789.88	55.66	7,845.54	184,737.86	786.94			185,524.80
July, 2004	7,804.81	21.32	7,826.20	182,523.54	546.24			183,069.78
August, 2004	7,631.98	0.00	7,631.98	178,634.88	0.00			178,634.88
September, 2004	7,630.92	53.13	7,684.05	177,356.52	751.17			178,107.69
October, 2004	7,672.93	50.60	7,723.53	178,097.35	715.60			178,812.95
November, 2004	7,646.51	53.13	7,699.64	177,728.03	751.17			178,479.20
December, 2004	7,428.19	76.89	7,505.08	171,114.64	1,285.17			172,399.81
January, 2005	7,671.11	50.60	7,721.71	178,097.35	715.60			178,812.95
February, 2005	7,344.88	50.60	7,395.48	170,876.40	715.60			171,592.00
March, 2005	7,949.15	43.01	7,992.16	184,775.66	608.09			185,383.75
Total	91,501.37	558.67	92,060.04	2,139,769.61	8,342.15	0.00	0.00	2,148,111.76

Scheduled Revenue Service

04/05 NAN Spring (Apr 01, 2004 to Jun 26, 2004)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	71.89	71.89	71.89	71.89	71.89	23.89	20.00
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00

04/05 nan cus Summer Winter (Jun 27, 2004 to Mar 31, 2005)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	65.71	65.71	65.71	65.71	65.71	16.89	20.00
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flexible Hours

Apr. 2004	May 2004	Jun 2004	Jul 2004	Aug 2004	Sep 2004	Oct 2004	Nov 2004	Dec 2004	Jan 2005	Feb 2005	Mar 2005
38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00

Extra Revenue Service

Apr. 2004	May 2004	Jun 2004	Jul 2004	Aug 2004	Sep 2004	Oct 2004	Nov 2004	Dec 2004	Jan 2005	Feb 2005	Mar 2005

Adjusted Revenue Service

Apr. 2004	May 2004	Jun 2004	Jul 2004	Aug 2004	Sep 2004	Oct 2004	Nov 2004	Dec 2004	Jan 2005	Feb 2005	Mar 2005

2004/2005 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2004 to Apr 30, 2004	4	4	4	5	4	4	4	1	30	Apr 09, 2004 Good Friday 2004 (Fri)
May 01, 2004 to May 31, 2004	4	4	4	4	4	5	5	1	31	May 24, 2004 Victoria Day 2004 (Mon)
Jun 01, 2004 to Jun 30, 2004	3	4	4	4	4	4	5	0	28	Jul 01, 2004 Canada Day 2004 (Thu)
Jun 27, 2004 to Jun 30, 2004	1	1	1	1	0	0	1	0	4	Aug 02, 2004 BC Day 2004 (Mon)
Jul 01, 2004 to Jul 31, 2004	4	4	4	4	5	5	4	1	31	Sep 06, 2004 Labour Day 2004 (Mon)
Aug 01, 2004 to Aug 31, 2004	4	4	4	4	4	4	5	1	31	Oct 11, 2004 Thanksgiving Day 2004 (Mon)
Sep 01, 2004 to Sep 30, 2004	3	4	5	5	4	4	4	1	30	Nov 11, 2004 Remembrance Day 2004 (Thu)
Oct 01, 2004 to Oct 31, 2004	3	4	4	4	5	5	5	1	31	Dec 25, 2004 Christmas Day 2004 (Sat)
Nov 01, 2004 to Nov 30, 2004	5	5	4	3	4	4	4	1	30	Dec 25, 2004 Boxing Day 2004 (Sun)
Dec 01, 2004 to Dec 31, 2004	4	4	5	5	5	3	3	2	31	Jan 01, 2005 New Year's Day 2005 (Sat)
Jan 01, 2005 to Jan 31, 2005	5	4	4	4	4	4	5	1	31	Mar 25, 2005 Good Friday 2005 (Fri)
Feb 01, 2005 to Feb 28, 2005	4	4	4	4	4	4	4	0	28	
Mar 01, 2005 to Mar 31, 2005	4	5	5	5	3	4	4	1	31	
Total	48	52	52	51	50	50	51	11	305	11 Exceptions

Monthly Summary

Month	Custom Transit				Revenue Kilometers			
	Scheduled	Extra	Revenue Hours Flexible	Adjusted Total	Scheduled	Extra	Adjusted	Total
April, 2004	1,685.25		38.00	1,723.25	0.00			
May, 2004	1,657.25		38.00	1,695.25	0.00			
June, 2004	1,736.60		38.00	1,774.60	0.00			
July, 2004	1,539.36		38.00	1,577.36	0.00			
August, 2004	1,543.47		38.00	1,581.47	0.00			
September, 2004	1,523.47		38.00	1,561.47	0.00			
October, 2004	1,493.65		38.00	1,531.65	0.00			
November, 2004	1,523.47		38.00	1,561.47	0.00			
December, 2004	1,619.00		38.00	1,657.00	0.00			
January, 2005	1,543.47		38.00	1,581.47	0.00			
February, 2005	1,457.76		38.00	1,495.76	0.00			
March, 2005	1,595.18		38.00	1,633.18	0.00			
Total	18,813.53	0.00	456.00	19,269.53	0.00	0.00	0.00	0.00

Schedule C
Nanaimo Conventional

Official AOA Amendment # 1
Base Budget
2004/2005

Tickets & Passes	\$1,199,868
BC Bus Pass	\$423,576
Advertising	\$50,171
Other Revenue	
TOTAL REVENUE	\$2,812,671
EXPENDITURES	
Fixed Costs	\$752,985
Variable Hourly Costs - Scheduled Service	\$3,028,449
Variable Hourly Costs - Extra Service	\$18,481
Variable Distance Costs - Scheduled Service	\$662,338
Variable Distance Costs - Extra Service	\$2,565
Maintenance - Running Repairs	\$646,935
Maintenance - Major Repairs	\$266,000
Contingency	\$22,400
ICBC Insurance	\$85,000
Fleet Insurance	\$26,910
Information Systems	\$8,000
TOTAL DIRECT OPERATING COSTS	\$5,520,062
Marketing	\$58,296
Municipal Administration	\$110,401
BCT Administration	\$318,014
TOTAL OPERATING COSTS	\$6,006,774
Debt Service - Vehicles (Local Share)	\$616,489
Debt Service - Equipment (Local Share)	\$28,130
TOTAL DEBT SERVICE - LOCAL SHARE	\$644,618
TOTAL COSTS	\$6,651,392
COST SHARING	
Municipal Share of Costs	\$3,838,960
Less: Total Revenue	\$2,812,671
Less: Municipal Administration	\$110,401
Net Municipal Share of Costs	\$915,888
Authority Share of Costs	\$2,812,432
STATISTICS	
Scheduled Revenue Hours	91,561.37
Extra Revenue Hours	558.67
Scheduled Revenue Kilometres	2,139,763.61
Extra Revenue Kilometres	8,342.15
Total Passengers	2,125,000
<i>Conventional Passengers</i>	<i>2,125,000</i>

Nanaimo Custom

Official AOA Amendment # 1 Base Budget 2004/2005

TRANSIT REVENUE	
Farebox Cash	\$146,200
TOTAL REVENUE	\$146,200
EXPENDITURES	
Fixed Costs	\$161,938
Variable Hourly Costs - Scheduled Service	\$507,846
Variable Distance Costs - Scheduled Service	\$54,087
Maintenance - Running Repairs	\$66,439
Maintenance - Major Repairs	\$5,000
Taxi Supplement	\$20,000
Taxi Saver Program	\$30,000
Taxi Saver Recoveries	-\$33,985
Contingency	\$5,000
ICBC Insurance	\$10,100
Fleet Insurance	\$8,028
Information Systems	\$7,500
TOTAL DIRECT OPERATING COSTS	\$841,953
Marketing	\$3,810
Municipal Administration	\$16,839
BCT Administration	\$52,177
TOTAL OPERATING COSTS	\$914,779
Debt Service - Vehicles (Local Share)	\$47,940
Debt Service - Equipment (Local Share)	\$1,291
TOTAL DEBT SERVICE - LOCAL SHARE	\$49,231
TOTAL COSTS	\$964,010
COST SHARING	
Municipal Share of Costs	\$353,944
Less: Total Revenue	\$146,200
Less: Municipal Administration	\$16,839
Net Municipal Share of Costs	\$190,905
Authority Share of Costs	\$610,066
STATISTICS	
Scheduled Revenue Hours	19,369.93
Extra Revenue Hours	0.00
Scheduled Revenue Kilometres	0.00
Extra Revenue Kilometres	0.00
Total Passengers	71,500
Custom/Para Passengers - Vans	65,000
Custom/Para Passengers - Taxi Supplement	3,000
Taxi Saver Passengers	3,500

Schedule "D" - Payment Schedule

Nanaimo Regional Conventional Transit and Custom Transit 2004/2005 AOA BUDGET

1) Payment Schedule

The Authority agrees to pay the Operating Company a monthly payment on the following basis:

a) for Specified Service in Schedule "B" April 1 to December 31, 2004:

- i) \$76,243.55 for Fixed Monthly Payment; plus
- ii) \$33.19 per Revenue Hour for conventional transit service; plus
- iii) \$26.22 per Revenue Hour for custom transit service; plus
- iv) \$0.3075 per Revenue Kilometre for conventional transit service.

b) for Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Monthly Costs amount contained in Schedule "C" shall be deducted for each day or part day.

c) for Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":

- i) \$33.19 per Revenue Hour for conventional transit service; plus
- ii) \$26.22 per Revenue Hour for custom transit service; plus
- iii) \$0.3075 per Revenue Kilometre for conventional transit service with allowance for wage premium payments (up to 1.5 times the regular Revenue Hour payment), if applicable, when service is added beyond the regular hours of operation.

d) for Maintenance:

- i) \$36.60 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.

e) for fuel costs, in the event diesel fuel costs should exceed \$0.5100 / litre a payment will be made in accordance with Section 6 (3) of this agreement to compensate the Operating Company for the actual cost of all diesel fuel consumed to a maximum of 1,222,543 litres for Scheduled Revenue Kilometres in Schedule "B". This maximum number of litres will be adjusted in proportion to Extra or Deleted Revenue Service Kilometres.

f) for Specified Service in Schedule "B" January 1 to March 31, 2005:

- i) \$76,243.55 for Fixed Monthly Payment; plus
- ii) \$32.73 per Revenue Hour for conventional transit service; plus
- iii) \$26.22 per Revenue Hour for custom transit service; plus
- iv) \$0.3157 per Revenue Kilometre for conventional transit service.

g) for Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Monthly Costs amount contained in Schedule "C" shall be deducted for each day or part day.

h) for Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":

- i) \$32.73 per Revenue Hour for conventional transit service; plus
- ii) \$26.22 per Revenue Hour for custom transit service; plus
- iii) \$0.3157 per Revenue Kilometre for conventional transit service with allowance for wage premium payments (up to 1.5 times the regular Revenue Hour payment), if applicable, when service is added beyond the regular hours of operation.

i) for Maintenance:

- i) \$36.60 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.

j) Special Group Trips cost recovery shall be credited to the Authority on the monthly contractors invoice.

Information contained in Schedule "C" is subject to the Freedom of Information Act. Information released pursuant to the Act is subject to the Freedom of Information Act. Information released pursuant to the Act is subject to the Freedom of Information Act. Information released pursuant to the Act is subject to the Freedom of Information Act.



REGIONAL DISTRICT OF NANAIMO		
FEB 23 2005		
CHAIR	GMCmS	
	GMCrS	
CAO	GMDs	
	GMEs	

MEMORANDUM

TO: Kelly Daniels
Chief Administrative Officer

DATE: February 16, 2004

FROM: Neil Connelly, General Manager
Community Services

FILE: 8500 03 TOR

SUBJECT: Terms of Reference – Downtown Nanaimo Transit Study

PURPOSE

To receive and approve Terms of Reference for a study on service delivery and transit exchange options for downtown Nanaimo.

BACKGROUND

The Regional Board at its January 25, 2005 regular meeting passed the following resolution ...*"that staff prepare a Terms of Reference for a study on transit exchange and service delivery options for the longer term for downtown Nanaimo"*

In addition, a resolution was passed that the Regional District request that the City of Nanaimo allow for the relocation of the downtown Nanaimo transit exchange in 2005 to the west side of Wallace Street between Wentworth and Fitzwilliam.

The downtown area is an important centre for transit service. Over the past thirty-five years an exchange has been located at four different sites. As the downtown area grows and evolves with new development it is necessary to plan and assess where transit will fit within the area for the next twenty-five years.

Terms of Reference for the proposed study are attached. They provide for a review of transit service delivery options for the downtown area and an assessment of transit exchange requirements and potential development and implementation arrangements.

Elaboration on the scope of the study is outlined within the various sections of the Terms of Reference. The main content section provides for information collection on transit use and service patterns, identification of trends and issues, a review of transit service options, an assessment of transit exchange requirements and potential sites and recommendations for action. Other sections refer to the need for extensive consultation with various stakeholders in the downtown area, transit riders and the public. Project management will be handled by the Transportation Services Department with provision for regular liaison and updates with the Transit Select Committee. The project schedule allows for a spring start and fall completion of the report to assist in service and budget planning for 2006.

ALTERNATIVES

1. That the Terms of Reference be approved as presented.
2. That the Terms of Reference not be approved and that amendments be made as directed.

FINANCIAL IMPLICATIONS

Thirty thousand dollars (\$30,000) has been allocated in the 2005 budget for the study.

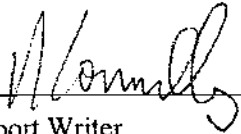
SUMMARY/CONCLUSIONS

Arrangements for the relocation of the transit exchange in downtown Nanaimo are in progress for May 2005. A study Terms of Reference has been prepared in order to plan for and prepare for transit service delivery in the downtown area for the longer term.

The study will provide for consultation with all of the stakeholders involved in downtown development and redevelopment, will examine transit exchange and service delivery options, and will outline recommendations for action that can be considered for incorporation into future transit service programs and budgets.

RECOMMENDATIONS

1. That the Terms of Reference for a study on transit exchange and service delivery options for the longer term for downtown Nanaimo be approved.
2. That staff be directed to issue a Request for Proposals for a Project Consultant for the study.



Report Writer



A/ CAO Concurrence

COMMENTS:

Downtown Nanaimo Transit Service and Exchange Review

Terms of Reference

1.0 Purpose

The purpose of the study is to review the approach to transit service delivery, including transit exchange issues and options for the provision of service in the longer term for the downtown area of the City of Nanaimo.

2.0 Background

The Regional District of Nanaimo (RDN) provides transit service throughout the City of Nanaimo and other communities within the region. Major transit exchanges in the City are located at Country Club, Woodgrove Centre, and in downtown Nanaimo along Gordon Street. With the recent new Nanaimo Centre initiative, arrangements are in the process of being made to relocate the downtown exchange to a different site for May 1, 2005.

The new location is intended to provide for transit service delivery arrangements in the downtown area in the short term until a more comprehensive study and review of service requirements and needs can be undertaken.

Transit service in the City and the downtown area is currently delivered under a timed transfer system. Eight inter lined routes flow through the downtown area, which represent approximately 60% of the total routes in the system. Thirty seven percent of the passenger transfers that occur in the system take place in the downtown area to and from points south, west and north, including major activity areas such as the Regional Hospital, Malaspina University College, Departure Bay Ferry Terminal, major shopping centres and recreation and cultural facilities. Service in the city centre area is provided at 15 minute intervals at peak travel times, 30 minutes in the mid day period and 60 minutes in the evenings.

Major new residential developments are planned for the downtown area and construction of a conference centre and related hotel facility is scheduled to proceed in 2005. There are also other revitalization initiatives, which will add to the activity level in the downtown area and offer the potential for an increased role and use of the transit system in the community in the future.

3.0 Study Content

The study is intended to review all issues related to the provision of transit service in the downtown area and provide specific recommendations for transit service delivery within a twenty-five year planning horizon.

In particular the study will address the following topics and issues among others that may be identified through the course of the study process.

- A description of the current transit service in the downtown area and its characteristics such as passenger profiles, ridership, service levels, transfer patterns, etc.
- A review of current land use patterns, proposed developments, and plans for the downtown area, relative to their impact for future transit delivery.

- A review of transit service delivery in other similar communities with reference to transit arrangements for service to downtown areas.
- An assessment of linkages from the downtown to and from other major activity areas in the community.
- An examination of opportunities for transit connections to other transportation service providers such as the ferry system, the passenger only ferry, float planes, the rail system and the intercity motor coach bus system.
- Identification of issues and trends that will impact transit delivery in the downtown area in the future and provide for actions to address these issues.
- A review of transit service options for the downtown area, including flow through service with and without bus layover spaces, a new exchange site and an assessment of the May 2005 exchange site and service arrangement.
- A full review of transit exchange options including an assessment of potential sites, operational issues and impacts, acquisition and development costs, relationships with adjacent land uses both current and future and an action plan for funding, acquisition, development, capital works, and phasing.
- Discussion and recommendations on the promotion, education and communication approaches for the role of transit in downtown and the community.
- Outline potential partnership opportunities for transit exchange arrangements or for service delivery.
- Detail the recommended service approaches and actions outlined in the study and provide a timeline for implementation.

4.0 Project Management

A project consultant will be retained through a Request for Proposals process. Transportation Services Department staff will coordinate the review of the proposals and the selection of consulting resources.

The Transit Business Plan Select Committee of the Regional Board will review preliminary data, findings and draft reports and will respond to study recommendations and key actions through reports to the Board.

Administrative assistance, technical support and Select Committee and other stakeholder liaison will be coordinated by RDN Transportation Services staff, with assistance from BC Transit. The Department will work closely with BC Transit planners on all matters relating to the project, including consultant selection, the review of draft materials, and consultation with stakeholders.

5.0 Level of Effort and Budget

The RDN has allocated up to \$30,000 for completion of the study, to include all fees, expenses, consultation efforts and applicable taxes. Expenditure of resources should reflect the following general priorities.

- information gathering, data collection, issue identification 15%
- public and stakeholder consultation 25%
- analysis, option review and direction setting 40%
- recommendations and key actions 20%

6.0 Consultation

The RDN's public consultation policy measures a successful project as one that provides for meaningful public involvement. The success of the public and stakeholder process component of the study will be measured through the following goals.

- ensuring that the style of consultation is inclusive
- providing meaningful opportunities for public input and participation
- presenting information to the public in a clear, understandable and concise form
- making available for review all public input received during the study process
- accurately and objectively recording and assessing public input

A key role for the consultant is to develop and conduct a community and stakeholder input process that contributes to the study's findings.

The input process will include but not necessarily be limited to the following.

- consultation with the Select Committee and staff of the RDN Transportation Services Department and BC Transit
- interviews with key community and downtown organizations, including representatives of the Downtown Nanaimo Partnership, City Centre Association, and the Old City Quarter Association
- consultation and a survey of transit users
- consultation with staff at the City of Nanaimo departments involved with planning, engineering, public works, parking and bylaw enforcement, etc.
- liaison with other levels of government, agencies, groups and organizations active in the downtown area

7.0 Project Consultant Request for Proposal (RFP)

The consultant's proposal is to include:

- A proposed methodology and table of contents for the report.
- A work program detailing tasks, stages, deliverables, and project timing. It will detail all phases, including research, public and stakeholder involvement and report development.
- Information as to the qualifications, ability and past experience of the firm with similar projects, including references.
- A list of the personnel who will work on the project and their individual experience related to the study and what their role will be.
- A list of sub consultants, if applicable, including their experience specifically related to their role in the study.
- A schedule that includes the fee structure for the project with reference to an outline of fees for the following:
 - sub consultants
 - hourly rate schedule of personnel assigned to the project and man-hour requirements for each
 - disbursements
 - other fees associated with the project

8.0 Schedule

The following is the proposed schedule for the development of the reports:

March	Terms of Reference approved by the Regional Board.
April	RFP issued and project consultant retained.
May/June	Consultants project work underway with stakeholder and public consultations, etc.
July/August	Draft report preparation and consultation with the Select Committee.
September	Completion of the report.
October	Final report received by the Regional Board.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGIONAL PARKS PLAN REVIEW SELECT COMMITTEE MEETING HELD ON WEDNESDAY FEBRUARY 9, 2005, AT 12 NOON IN THE RDN COMMITTEE ROOM

Present:

Director L. McNabb	Chairperson
Director H. Kreiberg	Electoral Area 'A'

Also In Attendance:

N. Connelly	General Manager of Community Services
T. Osborne	Manager of Recreation and Parks
J. Ainge	Parks Supervisor
H. Rueggeberg	Lanarc Consultants Ltd.

CALL TO ORDER

The meeting was called to order at 12:05 pm.

ADOPTION OF MINUTES

Moved Director Kreiberg, Seconded Director McNabb that the minutes of the Regional Parks Plan Select Committee held on December 15, 2004 be approved.

CARRIED

DELEGATIONS TO THE BOARD

Director McNabb requested the Select Committee discuss the issues raised by two delegations to the February 8, 2005 Committee of the Whole meeting.

- Hamilton Marsh. The delegation informed the Board of Weyerhaeuser's activities in preparing to log in and around Hamilton Marsh, and sought Board support for protecting the area. The delegation also sought additional time for public consultation into the Regional Parks and Trails Plan process.
- Western Canada Wilderness Committee. The delegation spoke to the need for inclusion of the Sensitive Ecosystem Inventory (SEI) as a key tool in planning for Regional Parks, as well as the role Regional Parks should play in protecting areas from development and habitat destruction. The delegation sought a delay in the Plan process until a complete inventory of all Crown land in the district was available.

Hamilton Marsh is included as a priority site of interest in the Plan. Timing for discussions with Weyerhaeuser have not been decided.

The consultant will work with RDN mapping staff to include the SEI map in the Plan.

Staff will provide the Crown with as much information and assistance as possible to help them complete their mapping inventory. The Plan will also discuss the various means for protection and land management that exist outside of Parks planning. The Select Committee agreed that the Plan process will continue on pace for March consideration by the Board.

PROJECT UPDATE

Ms. Rueggeberg provided an update of progress since the December 15, 2004 meeting. This period included the draft Plan being available for public review. In addition to the 14 responses provided via the on-line response form, several individuals and organisations provided written submissions. Ms. Rueggeberg confirmed that the draft Plan will be completed in advance of the March 8, 2005 Committee of the Whole meeting. A staff report will be prepared for this meeting to accompany the draft Plan. N. Connelly indicated a presentation by staff may also be made to the Committee of the Whole to accompany the staff report and draft Plan.

REVIEW OF DRAFT PLAN

Ms. Rueggeberg provided a summary of comments received from various individuals, organisations, and stakeholder groups. Ms. Rueggeberg advised that she and staff had met to review each response and that changes to the draft Plan had been discussed and proposed.

Director Kreiberg expressed concern that large land use planning issues, as raised by a recent delegation to the board and in submissions in response to the draft Plan, are beyond the scope of this Plan and are not the sole reason for a regional parks system. He hoped that this issue does not get ignored in other land planning documents. N. Connelly responded that the Regional Growth Strategy provides for this focus.

Ms. Rueggeberg sought comments on the draft Plan from the Select Committee, then provided a summary of proposed changes to the draft Plan. These were reviewed individually, and included:

- the introduction of an Executive Summary,
- inserting a new chapter discussing the roles and responsibilities for Regional Parks and Trails,
- including a map of the SEI,
- adding new sections on Neighbouring Regional Districts, User Groups, and Corporate Supporters, and
- including an Implementation Summary Table

OTHER BUSINESS

Due to the absences of Directors Bartram and Stanhope, the Select Committee Chair will allow time for the members to study the proposed revisions and information provided, and may call an additional meeting if required. Staff will be advised if any major change of direction is required to the draft plan.

NEXT MEETING

No more Select Committee meetings are planned, however the Chair will contact the members prior to March 8th and advise staff if a meeting is required

ADJOURNMENT

The meeting was adjourned at 1.08 pm.

L. McNabb
Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE REGULAR MEETING HELD ON MONDAY, 10 JANUARY 2005 AT 7:00 PM WOMEN'S INSTITUTE HALL, GABRIOLA ISLAND

In Attendance

Don McLaughlin
Randy Young
Director Gail Lund

Jacqueline Cecil Sears
Carol Boyce

Kerry Marcus
Marylyn Beaubien

Staff

Joan Michel

Absent

Ron Holmes, Michael McCrae

In the absence of Chairman R. Holmes, J. Michel called the meeting to order at 7:00 pm.

ADOPTION OF AGENDA

MOVED G. Lund, SECONDED D. McLaughlin, that the Agenda be adopted as presented. CARRIED

ELECTION OF CHAIRPERSON AND RECORDING SECRETARY

J. Michel thanked out-going Chairperson R. Holmes and Recording Secretary K. Marcus for their good work over the last year, and opened nominations for Chairperson. R. Young nominated K. Marcus and K. Marcus nominated D. McLaughlin; no further nominations for Chairperson or recording secretary were received. D. McLaughlin agreed to assume the role of Chairperson and K. Marcus agreed to another term as Recording Secretary.

MOVED C. Boyce, SECONDED R. Young, that D. McLaughlin be elected as 2005 Chairperson and K. Marcus as 2005 Recording Secretary. CARRIED

DELEGATIONS AND PRESENTATIONS

None.

APPROVAL OF MINUTES

MOVED G. Lund, SECONDED M. Beaubien, that the Minutes of the 8 November 2004 Area 'B' Parks and Open Space Advisory Committee (POSAC) regular meeting be approved as presented. CARRIED

BUSINESS ARISING FROM MINUTES

Undeveloped Road Allowances

R. Young, R. Holmes and community volunteer J. Gambrill have developed an inventory system for undeveloped road allowances; J. Gambrill will attend the next POSAC to make a presentation on the subject. On the Macdonald Road query from the last POSAC meeting, J. Michel clarified that there is no public access between Macdonald and South roads, just a private easement. The landowners, who are not local, could however be approached about a trail access agreement. J. Michel explained the Occupiers Liability Act and how it is intended to relieve private landowners of the liability presented by public use of trail on private land.

Parks and Trails Map

J. Michel reviewed the three levels of map work discussed at last meeting (1 – park and trail base map with full inventory of beach accesses and undeveloped road allowances; 2 – park and trail base map

showing just developed and to-be developed in the short-term beach accesses and undeveloped road allowances; and 3 – public ready map showing accessible parks, trails, beach accesses and undeveloped road allowances with amenities, trail condition and suggested routes identified and photos provided). R. Young stated that he and R. Homes saw no value in pursuing Map 2. J. Michel is meeting with Gabriola Chamber of Commerce staff at the end of January to discuss upgrading their existing free pamphlet map in order to include the type of information to be contained on a Map 3. In future, the Gabriola Land and Trails Trust (GaLTT) may wish to produce this kind of map as a fundraising effort.

Lions Club

J. Michel reported that she had pursued C. Boyce's suggestion that the local Lions Club might be interested in assisting with the installation of park amenities, e.g., a shelter at Descanso Bay Regional Park. J. Michel is scheduled to make a presentation on potential park projects to the Lions at their January 24, 2005 meeting; Committee members were invited to join her and C. Boyce and K. Marcus indicated they would like to attend. The Lions will be encouraged to direct their fundraising efforts towards community parks, specifically Cox Community Park and the proposed parking area which is expected to cost about \$25,000.

COMMUNICATIONS AND CORRESPONDENCE

J. Michel circulated correspondence between E. Anderson of Gabriola and the Ministry of Transportation regarding Rollo Road. The Ministry has asked their contractor Emcon Services to consider hard surfacing Rollo Road when they plan their paving and chip seal programs for the Island.

BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS AND CORRESPONDENCE

None.

REPORTS

Beach Accesses (BAs) and Undeveloped Road Allowances (URAs)

- R. Young reported that the URA Daniel Way is being worked on by GaLTT members including V. Fafard, a retired botanist with Manitoba Parks.
- J. Michel reported that the Ministry of Transportation is agreeable to extending the RDN's existing works permit at BA44 Spring Beach in order to allow for the installation of new stairs and development of the clearing created by a neighbour's unlawful falling. There is considerable local interest in seeing trees replanted in the clearing and a view bench installed; a culvert or small footbridge will be required to complete access to the spot. The neighbour has had his boundary surveyed so the line between public and private space is now clear.
- Unlawful falling within BAs is also occurring on Mudge Island and J. Michel is working with residents and Ministry of Forest and Transportation staff on addressing the situation. In general, Mudge Islanders are keen to see BA park development like that occurring on Gabriola, and are specifically looking for a Narrows Road type parking area.
- J. Michel reported on the parking lot upgrade at BA38 Narrows Road. Human remains were uncovered at the work site. The remains were exhumed by the RDN's archaeological contractor and representatives of the Snuneymuxw First Nation, then wrapped in a blanket and reburied at the side of the parking area. A formal burial ceremony will be organized by the First Nation. Interpretive signage will be erected at the site; C. Boyce is working with the Snuneymuxw on the compilation of textual and graphic material for the sign. Other signage is being prepared for the parking area that will address 'best management practices' around the foreshore so fish and shellfish habitat are not harmed. Storage of a marine spill kit in the neighbourhood was discussed. J. Michel will pursue the

foreshore lease with Land and Water BC so boat launching at Narrows Road becomes formally authorized.

Community Parks (CPs)

- R. Young reported that his plans for tire stairs at Joyce Lockwood CP are not working out at the location selected and he will be trying another spot further along the beach.
- J. Michel showed members the newest CP property, a large parcel by Drumbeg Provincial Park, which came about further to the Tyhurst subdivision and an associated park dedication.
- Trail volunteers are seeking a place to store tools and lumber at Descanso Bay Regional Park; J. Michel to confirm with Park Operator J. Demler that a space can be found.
- R. Young reported that the excavated hole at Cox CP had still not been filled in and a dog had to be rescued; J. Michel to follow-up.
- J. Michel reported that a split-rail cedar fence would be installed at Malaspina Galleries CP in order to discourage users from walking on top of the sandstone wave formation. It is expected that the Park Operator at Descanso Bay Regional Park will carry out the work. R. Young noted that many in the community including himself and N. Doe continue to question the need to close the Galleries to public passage. J. Michel noted that she had provided Mr. Doe with a copy of the geo-technical engineer's report on the famous sandstone formation.

Volunteer Appreciation Certificates

R. Young will provide the photo for D. Flemming, J. Michel will produce the certificate and G. Lund will acquire the frame. Committee members are to consider other recognition actions.

Memorial Benches in CPs and at BAs

J. Michel to produce a simple guideline relating to donated benches.

Gabriola Land and Trails Trust (GaLTT)

K. Marcus, GaLTT President, reported on GaLTT's progress on developing a membership data base and volunteer list, obtaining directors' and officers' insurance, and on trail work in Cox CP and on the Petroglyph Trail (CP). Some survey work will be required to confirm one section of Petroglyph Trail boundary. Trails Sub-committee workers are examining work proposals for Cresta Roca and Daniel Way URAs. J. Michel provided members with a copy of the RDN's Municipal Insurance Association volunteer plan details, which does not cover accidents resulting from chainsaw use.

Director's Update

Director Lund had nothing special to report.

RDN Regional Parks

J. Michel alerted Committee members to the availability of the draft RDN Regional Parks and Trails Plan 2005-2015 on the RDN web site. Comments on the draft Plan may be submitted until the end of January; final Plan approval is expected in March. An article on the critical role of volunteers in park and trail development in the Kamloops area was circulated for information.

NEW BUSINESS

None.

COMMITTEE ROUND TABLE

Deferred.

NEXT MEETING

The next meeting will be held at 7 pm on Monday, 14 March 2005 at the Women's Institute Hall.

IN CAMERA

MOVED K. Marcus, SECONDED G. Lund, that pursuant to Section 242.2 (1)(e) of *The Local Government Act*, the Committee proceed to an In Camera meeting to consider the acquisition of land.

CARRIED

ADJOURNMENT

MOVED M. Beaubien, SECONDED D. McLaughlin, that the regular meeting be adjourned to allow for an In Camera meeting.

CARRIED

TIME 8:45 PM

D. McLaughlin
Chairman

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, FEBRUARY 17, 2005, AT 2:00PM
AT OCEANSIDE PLACE

Attendance:

Frank Van Eynde	Eve Flynn	Chris Burger
Reg Nosworthy	Patty Biro	Lou Biggemann (Alternate)
Scott Tanner (Alternate)		

Staff:

Tom Osborne	Marilynn Newsted, Recording Secretary
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CALL TO ORDER

Mr. Osborne called the inaugural 2005 Commission Meeting to order at 2:02pm. Mr. Osborne reported Craig Young would no longer sit on the Commission for Area "G" due to the boundary change for the Town of Qualicum Beach. He noted applications for a new representative for Area "G" have been posted.

ELECTION OF CHAIR AND DEPUTY CHAIR

2.1 Mr. Osborne called for nominations for the position of Chair.

MOVED Commissioner Nosworthy, SECONDED Commissioner Biro, that Commissioner Van Eynde be nominated for the position of Chair.

CARRIED

As no other nominations were received, Mr. Osborne declared Commissioner Van Eynde as Chair.

2.2 Mr. Osborne called for nominations for the position of Deputy Chair.

MOVED Commissioner Van Eynde, SECONDED Commissioner Burger, that Commissioner Nosworthy be nominated for the position of Deputy Chair.

CARRIED

As no other nominations were received, Mr. Osborne declared Commissioner Nosworthy as Deputy Chair.

Mr. Osborne handed over the Chair to Commissioner Van Eynde.

MINUTES

4.1 MOVED Commissioner Flynn, SECONDED Commissioner Burger, that the Minutes of the District 69 Recreation Commission Regular Meeting held on December 16, 2004, be approved.

CARRIED

- 4.2 MOVED Commissioner Biggemann, SECONDED Commissioner Flynn, that the Minutes of the District 69 Recreation Commission Grants Committee Meeting held on January 26, 2005, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

5. MOVED Commissioner Nosworthy, SECONDED Commissioner Flynn, that the correspondence be received as follows:

- District 69 Family Resource Centre, re: letter of thanks
- Qualicum Beach Fire Rescue, re: letter of thanks
- Opera Ole, re: letter of thanks
- Parksville and District Association for Community Living re: letter of thanks
- Lions Club of Parksville, re: letter of thanks
- RBC Hockey Leader Program, re: nomination of Colleen Douglas
- RDN Corporate Service, re: RDN Board Appointment to District 69 Recreation Commission
- City of Parksville, re: Food Concessions in Community Park

CARRIED

FUNCTION REPORTS

Mr. Osborne presented the Function Reports for the Ravensong Aquatic Centre, Oceanside Place, Recreation Coordinating and Community and Regional Parks.

Mr. Osborne reported that the Management Services Agreement with RG Facilities (Parksville) Ltd. had been terminated due to RG Facilities failing to meet the required performance standards set out in the agreement. He noted the 2005 Home and Garden Show is already booked directly with the RDN at Oceanside Place.

Mr. Osborne reported due to the limited resources in terms of qualified staff to operate the Gymnastics Program safely, the program will no longer be offered after the current 2005 winter session.

Mr. Osborne that reported the Community and Regional Parks Regional Park and Trails Plan 2005-2015 is scheduled to be presented to the Committee of the Whole on March 8 with the final adoption to take place March 22 at the Regional Board meeting.

Mr. Osborne noted an agreement has been signed with Nature Trust in regard to the Englishman River Regional Park (Block 602).

MOVED Commissioner Tanner, SECONDED Commissioner Burger, that the Function Reports be received.

CARRIED

NEW BUSINESS

- a. MOVED Commissioner Nosworthy, SECONDED Commissioner Biro, that the information on the RDN Multiplex Trade Mark – Oceanside Place and The Oceanside Pond - be received as presented.

CARRIED

- b. MOVED Commissioner Biggemann, SECONDED Commissioner Flynn, that the 2005 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for acoustical treatment estimated at \$50,000 in the Victor Kraatz Arena to be funded from the Prior Year Surplus as per Appendix 1 of the Oceanside Place Acoustics – Victor Kraatz Arena Report dated February 4, 2005.

CARRIED

- c. MOVED Commissioner Burger, SECONDED Commissioner Nosworthy, that the 2005 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for a video security monitor system estimated to cost \$11,000 for the Ravensong Aquatic Centre to be funded from the Prior Year Surplus as per Appendix 1 of the Video Security Monitor System Ravensong Aquatic Centre Report dated February 4, 2005.

CARRIED

- d. MOVED Commissioner Biggemann, SECONDED Commissioner Burger, that the Recreation Facilities and Sportsfields Usage Survey Results be received for information and applied to the respective 2005 Annual Budgets and that alternative funding formulas be reviewed as part of the renewal process of the Recreation Facilities and Sportsfield Services Agreements in District 68 and 69.

CARRIED

- e. MOVED Commissioner Tanner, SECONDED Commissioner Biggemann, that the Consultant Report on the Phase II Regional Services Review be received for information.

CARRIED

- f. MOVED Commissioner Biggemann, SECONDED Commissioner Burger, that the Review of Tax Requisition Allocation Methods for Recreation Services be received for information.

CARRIED

- g. MOVED Commissioner Biro, SECONDED Commissioner Tanner, that the letter from Joe Stanhope to E. Jane Williams, Chairperson, Board of School Trustees re: District 69 Sports Field Services Agreement be received.

CARRIED

- h. MOVED Commissioner Nosworthy, SECONDED Commissioner Biggemann, that the recommendations from the District 69 Recreation Commission Grants Committee for the following Youth Grants be approved:

Youth Group	
Ballenas Secondary- Dry Grad Committee	\$200
Youth Link- Linking Out Loud	\$1,450
Total	\$1,650

CARRIED

MOVED Commissioner Biro, SECONDED Commissioner Nosworthy, that the recommendations from the District 69 Recreation Commission Grants Committee for the following Community Grants be approved:

Community Group	
Arrowsmith Community Enhancement Society (ACES)	\$2,167
Ballenas Secondary Dry Grad Committee- Greening Project	\$1,000
District 69 Society of Allied Support Groups	\$125
Lighthouse Recreation Commission	\$1,850
Mid-Island Wildlife Watch Society	\$1,000
Nanoose Bay Elementary School Parent Advisory Committee	\$1,000
Oceanside Community Arts Council	\$1,500
Parksville and District Historical Society	\$500
Qualicum Beach Seedy Saturday Association	\$900
Ravensong Aquatic Club	\$1,250
Total	\$11,292

CARRIED

- i. Mr. Osborne announced funding was available for one Commissioner to attend the 2005 BCRPA Annual Conference at Prince George, May 12 to 14. Registration information is required by Monday, February 21, 2005.

COMMISSIONER ROUNDTABLE

Commissioner Burger reported the consultant's report for the City of Parksville Parks Master Plan Process is completed and will be presented to the public soon. He also noted a Master Plan for the Community Parks Process will begin shortly.

Commissioner Van Eynde reported the Nanoose Bay Parks and Open Space Committee will be landscaping the area around Nanoose Place with native plants.

COMMISSIONER INFORMATION

Mr. Osborne announced Oceanside Place has been nominated for the 2005 BCRPA Facility Excellence Award. He commended the diligence and hard work of Dan Porteous, Recreation Program Supervisor, in preparing the nomination packages for the award.

ADJOURNMENT

MOVED Commissioner Nosworthy that the meeting be adjourned at 3:25pm.

NEXT MEETING

The next meeting will be held Thursday, March 17, 2005, at 2:00pm, at Oceanside Place, in the Multipurpose Room 1.

Frank Van Eynde, Chair



REGIONAL DISTRICT OF NANAIMO	
FEB 23 2005	
CHAIR	GMCmS
	GMCrs
CAO	GMDS
	GMES

MEMORANDUM

TO: Neil Connelly
General Manager of Community Services

DATE: February 4, 2005

FROM: Tom Osborne
Manager of Recreation and Parks

FILE: 0810-20-OCPL

SUBJECT: Oceanside Place Acoustics – Victor Kraatz Arena

PURPOSE

To review funding in the 2005 Annual Budget to provide for the installation of acoustical baffles in the Victor Kraatz Arena at Oceanside Place.

BACKGROUND

At the May 11, 2004, Regular Board Meeting, the Board approved funding to install acoustical baffling in the Howie Meeker Arena at Oceanside Place as per the following resolution:

That the 2004 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for acoustical treatment estimated at \$60,000 in the Howie Meeker Arena for 2004, funded from the prior year surplus, and the Victor Kraatz Arena acoustical treatment estimated at \$50,000 be deferred and considered as part of the 2005 annual budget process.

In addition to the above resolution, a set of additional resolutions were also approved at the May 11, 2004 Regular Board Meeting as follows:

That the District 69 Recreation Commission factor in the increased capital costs in their annual review of fees and charges for Oceanside Place that will take place during May and June for approval by the Regional Board.

That increases in fees and charges for Oceanside Place shall be used:

- a) *to replenish the surplus of \$60,000 used to fund the Howie Meeker Arena acoustic treatment for 2004;*
- b) *to meet the capital costs of acoustic treatment for the Victor Kraatz Arena;*
- c) *thereafter to increase general revenue for the arena.*

Acoustical baffling was installed in the Howie Meeker Arena this past summer and the sound quality has improved as projected and users and spectators have been very appreciative with the improvement to this arena.

As part of the annual review of fees and charges for Oceanside Place, in June of 2004, the District 69 Recreation Commission recommended to the Regional Board a set of fee increases that factored in the May 11, 2004 resolution. During the preparation of the 2005 Provisional Budget, the installation of acoustical baffling in the Kraatz Arena was slated for 2007, a time when user revenues were projected to increase to a level that the project could be funded. Now that the 2004 Year End Actuals for Oceanside Place have been confirmed, it has been determined that the facility had an exceptional first year of operations. User revenues in 2004 were \$118,000 over the 2004 Annual Budget. This increase along with operational expenditures that remained relatively constant provided for a year-end surplus in 2004 to be just under \$139,000, a net difference of about \$74,000 from what was originally allocated in the 2005 Provisional Budget for the facility.

In January 2004, staff retained a sound system consultant from MC2 Systems Design Group to provide recommendations on acoustical treatment for the Oceanside Place. The consultant's report found there to be reverberation times (RT) at 7.5 seconds at 1kHz in the Victor Kraatz Arena when an acceptable level would be at 3 RT and a preferred level at 2.5 RT. Based on the consultant's recommendations, it is estimated that the installation of the acoustical panels will cost \$50,000.

With the funds now available in surplus, and consistent with the Board's May 2004 resolution to provide for operating surplus funds to be used for acoustical treatment work, the installation of acoustical baffles in the Victor Kraatz Arena can be considered for funding in 2005.

ALTERNATIVES

1. That the 2005 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for acoustical treatment estimated at \$50,000 in the Victor Kraatz Arena to be funded from the Prior Year Surplus as per Appendix 1.
2. That the 2005 Annual Budget not provide for acoustical treatment estimated at \$50,000 in the Victor Kraatz Arena for 2005 and the project be deferred to budget deliberations in 2006.

FINANCIAL IMPLICATIONS

1. It is estimated that it would cost \$50,000 for acoustical treatment of the Victor Kraatz Arena, which would be funded from the 2004 Prior Year surplus with no additional increase in tax requisition. *Appendix 1* details the changes required in the Five Year Financial Plan for this option.
2. No additional changes would be required to the 2005 Annual Budget and Five Year Financial plan and the additional users revenues received would be maintained in Prior Year Surplus.

CITIZEN IMPLICATIONS

With the addition of acoustical panels to the Howie Meeker Arena, sound quality has improved substantially and users and visitors to the arena have appreciated the improvement. The installation of acoustical panels to the Victor Kraatz Arena will benefit coaches, participants and spectators in this arena. Players and coaches will be able to communicate better when on the ice surface and the Sandy Shores Skating Club, who train mainly from this rink, will have improved sound quality when using the sound

system. The Kraatz Arena is also used extensively for public skating, therefore the general public will benefit from the improvements as well.

SUMMARY

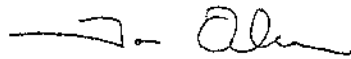
During the 2004 Annual Budget process, the Regional Board approved the installation of sound baffling in the Howie Meeker Arena at Oceanside Place and deferred the installation of sound baffling to the Victor Kraatz Arena to the 2005 Annual Budget process. With the 2004 Year End Actuals now confirmed, installation of sound baffling to the Kraatz Arena can be considered, as there is sufficient funding available in Prior Year surplus due to higher than projected user revenues in 2004.

It is estimated that it would cost \$50,000 for acoustical treatment of the Victor Kraatz Arena which would be funded from the 2004 Prior Year surplus with no additional increase in tax requisition.

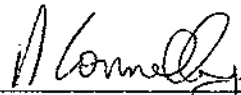
The installation of acoustical panels to the Victor Kraatz Arena will benefit coaches, participants and spectators in this arena. Players and coaches will be able to communicate better when on the ice surface and the Sandy Shores Skating Club, who train mainly from this rink, will have improved sound quality when using the sound system as will the general public during public skating sessions.

RECOMMENDATION

That the 2005 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for acoustical treatment estimated at \$50,000 in the Victor Kraatz Arena to be funded from the Prior Year Surplus as per Appendix 1.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

Appendix 1

Amended Five Year Financial Plan to Provide Acoustical Treatment for Kraatz Arena in 2005

REGIONAL DISTRICT OF NANAIMO FINANCIAL PLAN 2005 TO 2010

Oceanside Place Revenues	2005	2006	2007	2008	2009	2010
		-8.7%	2.0%	1.0%	1.0%	0.5%
Property taxes	(1,244,370)	(1,161,370)	(1,184,597)	(1,196,443)	(1,208,407)	(1,214,446)
Operating revenues	(12,800)	(12,800)	(12,800)	(12,800)	(12,800)	(12,800)
Recreation fees	(28,500)	(29,070)	(29,651)	(30,244)	(30,849)	(31,466)
Recreation facility rentals	(365,000)	(372,300)	(379,748)	(387,341)	(395,088)	(402,980)
Recreation vending sales	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)
Recreation concession	(8,220)	(8,220)	(8,220)	(8,220)	(8,220)	(8,220)
Recreation - other	(74,650)	(76,143)	(77,688)	(79,219)	(80,803)	(82,419)
Interdepartmental recoveries	(22,300)	(22,300)	(22,300)	(22,300)	(22,300)	(22,300)
Miscellaneous	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Prior year (surplus)deficit	(138,980)	(27,440)	(46,445)	(85,970)	(93,714)	(83,329)
Total Revenues	(1,913,300)	(1,726,143)	(1,778,925)	(1,841,037)	(1,870,861)	(1,878,473)
Expenditures						
Administration	86,615	86,615	86,615	86,615	86,615	86,615
Legislative	500	500	500	500	500	500
Professional fees	19,160	1,860	1,860	1,660	1,660	1,860
Building Ops	248,035	251,758	254,274	258,017	260,385	261,979
Veh & Equip ops	85,325	85,325	85,325	115,325	80,325	88,128
Operating Costs	34,585	34,585	34,585	34,585	34,585	34,585
Program Costs	15,070	15,070	15,070	15,070	15,070	15,070
Wages & Benefits	698,740	702,192	716,226	730,561	745,172	760,075
Debt financing	673,000	0	503,510	503,510	503,510	503,510
Contributions to reserve funds	180	180	180	180	50,180	50,180
Capital	56,650	21,305	15,000	2,500	10,350	3,970
SubTotal	1,885,660	1,179,188	1,692,965	1,747,323	1,797,352	1,784,272
New debt		503,510	0	0	0	0
Total expenditures	1,885,660	1,682,698	1,692,965	1,747,323	1,797,352	1,784,272
(Surplus)deficit	(27,440)	(46,445)	(85,970)	(93,714)	(83,329)	(92,201)
Source and Application of Funds						
Capital Fund						
Source of Funds						
Transfers from Operating	(56,650)	(21,305)	(15,000)	(2,500)	(10,350)	(3,970)
Transfers from Reserve Funds	0	0	0	0	0	0
Borrowed Funds	(5,400,000)	0	0	0	0	0
Unexpended bylaw funds	0	0	0	0	0	0
Other sources	0	0	0	0	0	0
Total Sources of Funds	(5,456,650)	(21,305)	(15,000)	(2,500)	(10,350)	(3,970)
Funds Applied						
Operating capital	56,650	21,305	15,000	2,500	10,350	3,970
Unexpended capital funds	0	0	0	0	0	0
Loan authorizations	5,400,000	0	0	0	0	0
Total Funds Applied	5,456,650	21,305	15,000	2,500	10,350	3,970
Reserve Funds						
Transfers from Operating Fund	(180)	(180)	(180)	(180)	(50,180)	(50,180)
Other sources(DCC's etc)	0	0	0	0	0	0
Transfers to Capital Fund	0	0	0	0	0	0
Transfers to Operating Fund	0	0	0	0	0	0
Reserve Fund Transactions	(180)	(180)	(180)	(180)	(50,180)	(50,180)



REGIONAL DISTRICT OF NANAIMO		
FEB 23 2005		
CHAIR		GMCMS
		GMCrS
CAO		GMDS
		GMES

MEMORANDUM

TO: Neil Connelly
General Manager of Community Services

DATE: February 4, 2005

FROM: Tom Osborne
Manager of Recreation and Parks

FILE: 1015 01 RAC

SUBJECT: Video Security Monitor System – Ravensong Aquatic Centre

PURPOSE

To review funding in the 2005 Annual Budget to provide for the installation of a video security monitor system.

BACKGROUND

In recent months, the Oceanside area has seen an increase of theft and vandalism to both public and private property. The Ravensong Aquatic Centre has not been immune to such disturbances and has had a rash of thefts and vandalism over the past year ranging from broken windows, to graffiti on the exterior of the building, to theft and attempted theft of personal belonging in lockers in the change rooms. The most recent incident at the Centre took place on January 31, 2005 when lockers were broken into. A suspect was seen by staff but has not been apprehended as of yet by the RCMP.

To help prevent such incidences from taking place, it is recommended by both staff and the RCMP that a video security monitor system be installed at the Centre. A similar system is in use at Oceanside Place, Qualicum Beach Civic Centre, Beban Park and the Nanaimo Aquatic Centre. The system is used both as a deterrent, and in the event of a disturbance or theft, is used to assist in the identification of suspects.

The Ravensong Aquatic Centre had a strong operational year in 2004. Revenues were above budgeted levels and operational costs were maintained which has provided for a higher than projected surplus. The 2004 Prior Year Surplus is at \$127,415, a net difference of just under \$47,000 from what was allocated in the 2005 Provisional Budget. The Prior Year Surplus can now be considered to fund the video security monitor system.

ALTERNATIVES

1. That the 2005 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for a video security monitor system estimated to cost \$11,000 for the Ravensong Aquatic Centre to be funded from the Prior Year Surplus as per Appendix 1.
2. That the 2005 Annual Budget not be amended to provide for video security monitor system at the Ravensong Aquatic Centre and the project be deferred to budget deliberations in 2006.

FINANCIAL IMPLICATIONS

1. It is estimated that it would cost \$11,000 for the video security monitor which would be funded from the 2004 Prior Year surplus with no additional increase in tax requisition. *Appendix 1* details the changes required in the Five Year Financial Plan for this option.
2. No additional changes would be required to the 2005 Annual Budget and Five Year Financial plan.

CITIZEN IMPLICATIONS

The system will act as a deterrent to potential theft and vandalism to the building and in the event of an incident taking place, will assist in the identification of the suspects. With the recent thefts in the change rooms, personal valuables have been stolen and willful damage to public property has occurred. It will also provide an additional level of security to staff who work evenings at the Centre.

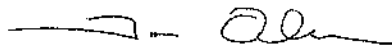
SUMMARY

Over the past year, the Ravensong Aquatic Centre has seen an increase of theft and vandalism at the facility. To help prevent such disturbances from taking place, it is recommended by staff and the RCMP that a video security monitor system be installed. Similar systems are already in place at Oceanside Place, Qualicum Beach Civic Centre, Beban Park and the Nanaimo Aquatic Centre.


Due to a strong operational year at the Aquatic Centre, there is sufficient funding in place in Prior Year Surplus to purchase the system in 2005. *Appendix 1* detailed the changes required in the 2005 Annual Budget and the Five Year Financial Plan for this to be implemented.

RECOMMENDATION

That the 2005 Annual Budget be adjusted and the Five Year Financial Plan be amended to provide for a video security monitor system estimated to cost \$11,000 for the Ravensong Aquatic Centre to be funded from the Prior Year Surplus as per Appendix 1.



Report Writer


General Manager Concurrence
CAO Concurrence

COMMENTS:

Appendix 1 –

Amended Five Year Financial Plan to Provide TV Security Monitor System

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN 2005 TO 2010

Ravensong Aquatic Center	2005	2006	2007	2008	2009	2010	SubTotal
Revenue							
		2.0%	2.0%	2.0%	2.0%	2.0%	
Property taxes	(1,198,490)	(1,222,460)	(1,246,909)	(1,271,847)	(1,297,284)	(1,323,230)	(7,560,220)
Recreation fees	(167,250)	(170,595)	(174,037)	(177,467)	(181,037)	(184,558)	(1,255,834)
Recreation facility rentals	(89,000)	(90,780)	(92,596)	(94,449)	(96,337)	(98,264)	(561,428)
Recreation vending sales	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(45,300)
Recreation - other	(163,840)	(167,517)	(171,267)	(175,092)	(178,994)	(182,974)	(1,159,664)
Prior year (surplus)/deficit	(127,418)	(28,494)	(27,626)	(63,564)	(6,320)	(8,962)	(279,703)
Total Revenue	(1,773,498)	(1,707,346)	(1,740,197)	(1,827,038)	(1,787,472)	(1,825,508)	(10,661,866)
Expenditures							
Administration	65,400	65,400	65,400	65,400	65,400	65,400	512,400
Legislative	600	600	600	600	600	600	4,800
Professional fees	18,670	1,170	1,170	1,170	1,170	1,170	24,520
Building Ops	173,951	177,430	180,979	184,559	188,291	192,057	1,097,307
Veh & Equip ops	37,205	37,205	37,205	37,205	37,205	37,205	223,230
Operating Costs	71,275	71,631	71,989	72,349	72,711	73,075	433,830
Program Costs	38,700	38,894	39,088	39,283	39,479	39,676	235,120
Wages & Benefits	771,840	789,205	804,990	821,090	837,512	854,262	4,879,900
Debt financing	467,915	368,642	368,642	368,642	368,642	368,642	2,311,125
Contributions to reserve funds	15,180	15,180	15,180	15,180	15,180	15,180	176,080
Capital	64,065	93,960	54,000	209,000	137,100	13,720	562,845
Sub Total	1,745,001	1,679,516	1,659,343	1,820,718	1,778,490	1,776,187	10,459,357
New debt		0	0	0	0	0	0
Total expenditures	1,745,001	1,679,516	1,659,343	1,820,718	1,778,490	1,776,187	10,459,357
(Surplus)/deficit	(28,494)	(27,826)	(80,654)	(6,320)	(6,982)	(49,421)	(201,709)

Drinking Water Protection

Preamble: Drinking Water/Watershed Protection for all RDN residents is identified as one of the Board's Strategic Priorities. Drinking water related initiatives in the RDN Electoral Areas currently tend to focus on RDN water local service areas since these service areas are the primary funding source for water supply activities. Some regional activity to identify drinking water interests and priorities has taken place, for example the Drinking Water Workshop. The Board should now consider opportunities and resource requirements for making drinking water education and awareness, water conservation, water quality and quantity information, and drinking water/watershed protection planning available to all Electoral Area residents.

It is therefore recommended **that**:

1. Staff be directed to prepare a report for the Board's consideration that:
 - a) Identifies and summarizes all regional district initiatives and activities currently in process or planned for the 2005 budget year that support drinking water/watershed protection.
 - b) Outlines a drinking water/watershed protection strategy that identifies potential future RDN Electoral Area initiatives incorporating input and recommendations from the Drinking Water Protection Workshop and Action Plan, the Sustainability Committee, Arrowsmith Water Service, the BC Action Plan for Safe Drinking Water and the Vancouver Island Watershed Protection Initiative Steering Committee.
 - c) Identifies financial and staff resources that could be considered for the 2006 budget and 2006-10 financial plan process that would be required to undertake the identified initiatives.
2. Any financial assistance required to prepare terms of reference or cost estimates for the identified initiatives be obtained from the Electoral Area feasibility study funds.