

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, JUNE 13, 2006  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 5                    **Harold Robinson**, re Building Permit for 2991 Northwest Bay Road – Area E.  
6                    **Poul Rosen**, re Building Permit for 2991 Northwest Bay Road – Area E.  
7                    **Nick & Karen Shearer**, re RDN Building Bylaw.

**MINUTES**

- 8-14                Minutes of the regular Committee of the Whole meeting held May 9, 2006.

**COMMUNICATIONS/CORRESPONDENCE**

**BUSINESS ARISING FROM THE MINUTES**

**CORPORATE SERVICES**

**FINANCE**

- 15-20              Nanaimo River Fire Protection Security Issuing Bylaw No. 1488.  
21-26              Security Issuing (City of Nanaimo New Nanaimo Centre) Bylaw No. 1489.  
27-34              Barclay Crescent Sewer Security Issuing Bylaw No. 1486 and Interim Financing  
Barclay Crescent Sewer Bylaw No. 1487.

**HOSPITAL**

- 35-38              Nanaimo Regional Hospital District Capital Projects (2005) Bylaw No. 139.

**DEVELOPMENT SERVICES**

**BUILDING INSPECTION**

- 39                    Section 57 of the Community Charter – Contravention of Bylaws.  
40-41              Marijuana Grow Op Remediation – 909 Esslinger Road – Area E.

## **SUBDIVISIONS AND ENGINEERING STANDARDS**

- 42-45 Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.14 – Northwest Bay Road – Area E.

## **ENVIRONMENTAL SERVICES**

### **LIQUID WASTE**

- 46-52 Pump & Haul Local Service Area Amendment Bylaw No. 975.43 – 7357 Industrial Road – Lantzville of Lantzville.
- 53-56 Flamingo Drive Sewer Servicing Request – Area G.
- 57-59 Wastewater Engineering Services Contract Extension.

### **SOLID WASTE**

- 60-63 2006 Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.09.
- 64-66 Church Road Transfer Station Solid Waste Hauling Services Contract Regional Landfill.

### **UTILITIES**

- 67-73 Planning Services Fees and Charges Amendment Bylaw No. 1259.04.
- 74-76 Lantzville West Water System (Rumming Road) – Request for RDN Ownership and Operation.

## **RECREATION AND PARKS SERVICES**

- 77-83 Lighthouse Community Centre Society Funding Agreement.

## **REGIONAL TRANSPORTATION AND PLANNING SERVICES**

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

#### **Nanoose Bay Parks and Open Space Advisory Committee.**

- 84-86 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held April 3, 2006. (for information)

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

- 87-91 Minutes of the Regional Growth Monitoring Advisory Committee State of Sustainability Project meetings held May 17 and May 31, 2006. (for information)

**District 69 Recreation Commission.**

92-98

Minutes of the District 69 Recreation Commission meeting held May 18, 2006.  
(for information)

*That the Regional Board approve the recommendations from the District 69 Recreation Commission Grants Committee for the following Community Recreation Grants:*

*District 69 Community Recreation Grants:*

<i>Arrowsmith Community Enhancement Society</i>	<i>\$ 533</i>
<i>Ballenas Secondary School Dry Grad Committee- beautifying legacy</i>	<i>\$1,000</i>
<i>Bard to Broadway Theatre Society- adult program</i>	<i>\$2,000</i>
<i>Deep Bay Celebration</i>	<i>\$2,000</i>
<i>Errington Therapeutic Riding Association</i>	<i>\$1,265</i>
<i>Mid-Island Wildlife Watch Society- Brant Festival</i>	<i>\$1,000</i>
<i>Nicholls Park Revitalization Project</i>	<i>\$1,000</i>
<i>Parksville &amp; Dist. Assoc. for Community Living Operation Track Shoes</i>	<i>\$1,500</i>
<i>Parksville Grand Pappies- Slo-Pitch</i>	<i>\$2,400</i>
<i>Qualicum Beach Lawn Bowling Club</i>	<i>\$3,100</i>
<i>Ravensong Aquatic Club</i>	<i>\$2,500</i>
<i>Ravensong Masters Swim Club</i>	<i>\$1,900</i>
<i>Vancouver Island Opera (formerly Oceanside Lyric Ensemble)</i>	<i>\$2,500</i>

*That the Regional Board approve the recommendations from the District 69 Recreation Commission Grants Committee for the following Youth Recreation Grants:*

*District 69 Youth Recreation Grants:*

<i>Ballenas Secondary School Dry Grad Committee- dry grad event</i>	<i>\$1,000</i>
<i>Bard to Broadway Theatre Society- youth program</i>	<i>\$2,500</i>
<i>District 69 Family Resource Association</i>	<i>\$3,600</i>
<i>District 69 Minor Softball</i>	<i>\$ 410</i>
<i>Kidfest</i>	<i>\$1,500</i>
<i>Nanoose Bay Parent's Advisory Council</i>	<i>\$1,000</i>
<i>Parksville Royals Baseball</i>	<i>\$4,500</i>

*That the District 69 Recreation Commission and Regional Board accept and approve the Oceanside Community Arts Councils' late application for a Youth Recreation Grant in the amount of \$750.00.*

**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  
Oceanside Tourism Association  
Regional Library Board  
Regional Transportation Advisory Committee  
Treaty Advisory Committee  
Vancouver Island Health Authority – Joint Capital Planning Committee

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

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

**ADJOURNMENT**

**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.*

Committee of the Whole.

Delegation - June 13, 2006.

name: Harold Robinson

address: 240 Ferntree Pl, Nan. V9T 5M1

phone #: 241-4332 (cell)

I would like to appear as a delegation  
at the next RDN Meeting Re.

Building Permit 2991 Nathwal Bay Rd

Harold Robinson  
H.R.

## Burgoyne, Linda

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**From:** Poul Rosen [prosen@telus.net]  
**Sent:** Tuesday, June 06, 2006 6:49 AM  
**To:** Burgoyne, Linda  
**Cc:** Carl and June Rosen  
**Subject:** Tuesday presentation

Linda,

We were told by George Holme to contact you and request 10 min at the meeting next week for June Rosen to speak about the issue of the building permit for 2991 Northwest Bay Road in Nanoose.

Thankyou,

Poul Rosen

**Burgoyne, Linda**

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**From:** Glen, Barb  
**Sent:** Wednesday, June 07, 2006 8:42 AM  
**To:** Burgoyne, Linda  
**Subject:** FW: Committee Meeting

----- Original Message -----

**From:** Nick & Karen Shearer  
**To:** [adick@rdn.bc.ca](mailto:adick@rdn.bc.ca)  
**Sent:** Tuesday, June 06, 2006 5:02 PM  
**Subject:** Committee Meeting

Nicholas and Karen Shearer of 3697 Dolphin Dr. Nanoose Bay B.C. Would like to attend the Committee meeting on June 13 at 7:00 pm. to speak on the Building Bylaw that is being recommended by the Chief Building Inspector.

Thank You. Karen Shearer.

6/7/2006

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, MAY 9, 2006, AT 7:00 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director D. Heenan	Electoral Area H
Director B. Johnston	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director B. Bestwick	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director D. Brennan	City of Nanaimo
Alternate	
Director L. Sherry	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director J. Manhas	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
T. Osborne	General Manager of Recreation & Parks
J. Finnie	General Manager of Environmental Services
W. Moorman	Manager of Engineering Standards & Subdivision
D. Trudeau	Manager of Transportation Services
W. Thexton	Senior Accountant
N. Tonn	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Directors Heenan, Cameron and Sherry to the meeting.

**MINUTES**

MOVED Director Westbrook, SECONDED Director Holme, that the minutes of the Committee of the Whole meeting held April 11, 2006 be adopted.

CARRIED



**CORPORATE SERVICES**

**ADMINISTRATION**

**Special Occasion License/Special Event Permit – Status Report.**

MOVED Director Burnett, SECONDED Director Biggemann, that the Special Occasion License/Special Event Permit status report be received for information.

CARRIED

**RDN Partnership with Sunyani, Ghana.**

MOVED Director Westbrook, SECONDED Director Young,:

1. That the Board receive the update regarding the partnership project between the RDN and the Sunyani Municipal Assembly.
2. That the remaining two exchange missions for 2006 be approved.
3. That the partnership with the Sunyani Municipal Assembly be put on hold for one year during 2007.

CARRIED

**Certified Population Figures – Town of Qualicum Beach.**

MOVED Director Westbrook, SECONDED Director Brennan, that the report regarding the certified population figures for the Town of Qualicum Beach be received for information.

CARRIED

**Port Theatre Society Agreement.**

MOVED Director Manhas, SECONDED Director Brennan, that the Board authorize entering into a three year agreement with the Port Theatre Society for a term ending December 31, 2008.

CARRIED

**FINANCE**

**2005 Annual Financial Report.**

MOVED Director Westbrook, SECONDED Director Manhas, that the 2005 Annual Financial Report be received.

CARRIED

**Annual Report of Directors' and Committee Members' Remuneration and Expenses.**

MOVED Director Westbrook, SECONDED Director Holdom, that the 2005 report on remuneration and expenses for Board and Committee members be received.

CARRIED

**2005 Financial Information Report.**

MOVED Director Westbrook, SECONDED Director Bestwick, that the 2005 Financial Information Act report be received, approved and forwarded to the Ministry of Community Services.

CARRIED

**2006 Revenue Anticipation Borrowing Bylaw No. 1485.**

MOVED Director Westbrook, SECONDED Director Brennan,:

1. That "Regional District of Nanaimo 2006 Revenue Anticipation Borrowing Bylaw No. 1485, 2006" be introduced for first three readings.
2. That "Regional District of Nanaimo 2006 Revenue Anticipation Borrowing Bylaw No. 1485, 2006" having received three readings be adopted.

CARRIED

**FIRE DEPARTMENTS**

**Renewal of the Fire Protection Service Agreement with the Coombs-Hilliers Volunteer Fire Department.**

MOVED Director Biggemann, SECONDED Director Brennan, that the fire services agreement with the Coombs-Hilliers Volunteer Fire Department be renewed for an initial five year term from January 1, 2005 to December 31, 2009 and provide for three further five year renewal terms.

CARRIED

**Coombs-Hilliers Fire Protection Loan Authorization Amendment Bylaw No. 1370.01 – to Amend Amounts to be Expended on Capital Improvements.**

MOVED Director Biggemann, SECONDED Director Holme, that "Regional District of Nanaimo (Coombs-Hilliers Fire Protection) Loan Authorization Amendment Bylaw No. 1370.01, 2006" be introduced for first three readings and be forwarded to the Ministry of Community Services for approval.

CARRIED

**HOSPITAL**

**Temporary Borrowing to Meet Expenditures for 2006.**

MOVED Director Johnston, SECONDED Director Brennan, that a short term borrowing authority to a maximum of \$2,000,000 in the form of the resolution attached to the corresponding staff report, be adopted.

CARRIED

**2005 Audited Financial Statements.**

MOVED Director Brennan, SECONDED Director Manhas, that the report on the 2005 audited financial statements of the Nanaimo Regional Hospital District be received.

CARRIED

**DEVELOPMENT SERVICES**

**PLANNING**

**2006 Local Government Infrastructure Planning Grant Program.**

MOVED Director Burnett, SECONDED Director Holme,:

1. That the Board support the following applications (with priorities noted) to the Local Government Infrastructure Planning Grant Program for financial assistance for the Red Gap Village (priority #1), Arbutus Park (priority #2) and Cottam/Dorcas Point (priority #3) communities.

2. That the RDN share of study costs be recovered from Electoral Area 'E' in 2007.

CARRIED

## **SUBDIVISIONS AND ENGINEERING STANDARDS**

### **Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.13 (four properties on Balsam Road – Area A).**

MOVED Director Burnett, SECONDED Director Young,

1. That the parcels legally described as Lot 1, Plan VIP76441; Lot B, Plan DD EX27351; Lot, Plan VIP67939; and Lot 13, Plan 27070; all within the Cranberry District, be included in the Rural Streetlighting Local Service Area.
2. That "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.13, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

## **ENVIRONMENTAL SERVICES**

### **SOLID WASTE**

#### **Bobell Trucking Services Purchase Order Extension.**

MOVED Director Young, SECONDED Director Biggemann, that the Board authorize an extension of hauling services with Bobell Trucking Ltd. to June 30, 2006 for an additional cost of \$90,000, which represents a cumulative value of \$169,000.

CARRIED

#### **Nanaimo Recycling Exchange Relocation Assistance.**

MOVED Director Heenan, that this item be referred back to staff for further information.

The motion failed for lack of a seconder.

MOVED Director Holdom, SECONDED Director Manhas, that the Board approve a \$75,000 contribution to the Nanaimo Recycling Exchange towards start-up costs of a dedicated recycling facility to deliver region-wide stewardship services.

CARRIED

## **UTILITIES**

#### **Arrowsmith Water Service Joint Venture Agreement Amendment.**

MOVED Director Holme, SECONDED Director Haime, that the Board approve the *Agreement to Amend the Joint Venture Agreement* (Appendix A to the staff report) which extends the agreement to March 31, 2010 and direct staff to formally execute the Agreement on behalf of the RDN.

CARRIED

#### **French Creek Water Service Area – Bolted Steel Tank Reservoir Reconditioning – Release of Reserve Funds.**

MOVED Director Westbrook, SECONDED Director Young, that the Board approve the release, in accordance with the financial plan, of up to \$100,000 from the French Creek Water Service Area reserve fund for the reconditioning of the French Creek Water Service Area Bolted Steel Reservoir.

CARRIED

**RECREATION AND PARKS SERVICES**

**Gabriola Island Parks and Open Space Advisory Committee – Terms of Reference.**

MOVED Director Sperling, SECONDED Director Young, that the revised Terms of Reference for the Gabriola Island (Electoral Area 'B') Parks and Open Space Advisory Committee be approved.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Electoral Area 'H' Parks and Open Space Advisory Committee.**

MOVED Director Heenan, SECONDED Director Holdom, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held February 22, 2006 be received for information.

CARRIED

**Regional Parks and Trails Advisory Committee.**

MOVED Director Burnett, SECONDED Director Biggemann, that the minutes of the Regional Parks and Trails Advisory Committee meeting held April 4, 2006 be received for information.

CARRIED

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

MOVED Director Holdom, SECONDED Director Brennan, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held April 12, 2006 be received for information.

CARRIED

**District 69 Recreation Commission.**

MOVED Director Holme, SECONDED Director Johnston, that the minutes of the District 69 Recreation Commission meeting held April 20, 2006 be received for information.

CARRIED

**Emergency Preparedness Standing Committee.**

MOVED Director Biggemann, SECONDED Director Young, that the minutes of the Emergency Preparedness Standing Committee meeting held April 20, 2006 be received for information.

CARRIED

**Transit Business Plan Update Select Committee.**

MOVED Director Westbroek, SECONDED Director Holdom, that the minutes of the Transit Business Plan Update Select Committee meeting held April 27, 2006 be received for information.

CARRIED

The Chairperson referred the next motions from the Transit Business Plan Update Select Committee to the Manager of Transportation Services to provide background information.

MOVED Director Westbroek, SECONDED Director Burnett, that the next item be referred back to staff.

DEFEATED

MOVED Director Holdom, SECONDED Director Manhas, that a further analysis be completed on the provision of washroom facilities at the Fitzwilliam/Prideaux Exchange and temporary washroom facilities be provided while the review is taking place.

CARRIED

MOVED Director Westbrook, SECONDED Director Biggemann, that the 2006/2007 Annual Operating Agreement (AOA) with BC Transit be approved and that staff be directed to prepare an amendment to the AOA that will allow an increase to the number of buses in the Transportation Services fleet for consideration by the Board.

CARRIED

MOVED Director Westbrook, SECONDED Director Biggemann, that staff prepare a report on accommodating a Friday Night Movies service to Nanaimo for Parksville and Qualicum Beach.

CARRIED

#### **Grants-in-Aid Committee.**

MOVED Director Young, SECONDED Director Sperling, that the minutes of the Grants-in-Aid Committee meeting held May 1, 2006 be received for information.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the following grants be approved:

#### *School District 68*

Cedar Community Policing Office	\$	750
Cedar School & Community Enhancement Society	\$	900
Hope Centre	\$	900
Jonanco Hobby Workshop	\$	878

CARRIED

MOVED Director Young, SECONDED Director Westbrook, that the following grants be approved:

#### *School District 69*

Arrowsmith Search & Rescue Society	\$	920
District 69 Family Resource Association	\$	400
Friends of Nanoose Library Centre Society	\$	900
Friends of the Library/Parksville, Qualicum Beach	\$	600
Lighthouse Country Marine Rescue Society	\$	2,000
Parksville & District Historical Society (Craig)	\$	1,000
Parksville Garden & Parkland Society	\$	500
Qualicum Beach Historical and Museum Society	\$	1,000
Royal Canadian Legion Branch #211 (Bowser)	\$	3,106

MOVED Director Westbrook, SECONDED Director Young, that the grant for the District 69 Family Resource Association be amended to \$958.00.

CARRIED

The question was called on the motion as amended.

The motion CARRIED.

#### **IN CAMERA**

MOVED Director Holme, SECONDED Director Bestwick, that pursuant to Section 90(1)(a) and (g) of the *Community Charter* the Board proceed to an In Camera meeting to consider items relating to personnel and legal matters.

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Bestwick, that this meeting terminate.

CARRIED

TIME: 7:45 PM

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CHAIRPERSON



K-U-N	
CAD	GMES
GMDS	GMR&P
GMDS	GMRT&P
MAY 25 2006	
CHAIR	BOARD
COW	

MEMORANDUM

TO: C. Mason  
Chief Administrative Officer

DATE: May 23, 2006

FROM: N. Avery  
Manager, Financial Services

FILE:

SUBJECT: A Bylaw to Secure Borrowed Funds for the Nanaimo River Fire Protection Service

PURPOSE:

To introduce for first three readings and adoption "Regional District of Nanaimo (Nanaimo River Fire Protection) Security Issuing Bylaw No. 1488, 2006".

BACKGROUND:

The Board authorized the borrowing of up to \$280,000 to construct and/or acquire assets for the new Nanaimo River Fire Protection Service. The 2006 budget provides for the cost of financing \$60,000 in expenditures. Bylaw 1488 attached to this report will enable \$60,000 to be secured through the Municipal Finance Authority in its fall debt issue. This bylaw can be adopted without further elector assents as the loan authorization bylaw has already been approved.

ALTERNATIVES:

1. Introduce Bylaw No. 1488 for three readings and adoption.
2. Do not introduce Bylaw No. 1488 (bylaw to secure fixed term debt) at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

The 2006 budget provides for the cost of servicing up to \$60,000. Funds in the amount of about \$29,300 have been advanced to date and the service is being charged interest internally until the long term funds are received.

Alternative 2

This bylaw would be introduced a bit later in the year in any case. Introducing it now ensures that we have our documentation available well in advance of the MFA bylaw submission deadlines.


SUMMARY/CONCLUSIONS:

Bylaw No. 1488 authorizes the first draw upon the loan authorization for the newly established Nanaimo River Fire Protection Service. A total of \$280,000 is authorized for constructing and/or acquiring firefighting assets and this bylaw proposes to secure long term debt in the amount of \$60,000 in the fall of

2006. The 2006 budget for the service includes costs to service any debt payments for 2006. Bylaw No. 1488 can be adopted without further electoral consents.

**RECOMMENDATION:**

1. That "Regional District of Nanaimo (Nanaimo River Fire Protection ) Security Issuing Bylaw No. 1488, 2006" be introduced for three readings.
2. That "Regional District of Nanaimo Interim Financing (Nanaimo River Fire Protection) Bylaw No. 1488, 2006" having received three readings be adopted.

  
Report Writer

  
C.A.O. Concurrence

**COMMENTS:**



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1488**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1441	Nanaimo River Fire	\$280,000	Nil	\$280,000	20	\$60,000

Total Financing pursuant to Section 825 \$60,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Sixty Thousand Dollars (\$60,000.00) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Manager of Financial Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Manager of Financial Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1441, the anticipated revenues accruing to the Regional District from the operation of the said Nanaimo River Fire Protection Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Regional District of Nanaimo (Nanaimo River Fire Protection) Security Issuing Bylaw No. 1488, 2006".

Introduced and read three times this 27th day of June, 2006.

Adopted this 27th day of June, 2006.

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CHAIRPERSON

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MANAGER, ADMINISTRATIVE SERVICES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Administrative Services

C A N A D A  
PROVINCE OF BRITISH COLUMBIA  
AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ in lawful money of Canada, together with interest thereon from the \_\_\_\_\_, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_ British Columbia, this \_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. cited as "Regional District of Nanaimo (Nanaimo River Fire Protection) Security Issuing Bylaw No.1488, 2006", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Manager of Financial Services thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager of Financial Services

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

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

\_\_\_\_\_  
Inspector of Municipalities of British Columbia



R-D N			
CAO	GMES		
GMCS	GMR&P		
GMDS	GMRT&P		
JUN - 5 2006			
CHAIR	BOARD		
COW			

**MEMORANDUM**

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** June 6, 2006

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

**FILE:**

**SUBJECT:** A Bylaw to Secure Long Term Debt for the New Nanaimo Center

**PURPOSE:**

To introduce "Regional District of Nanaimo Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489, 2006" for three readings and adoption.

**BACKGROUND:**

The City of Nanaimo has adopted a resolution authorizing the Regional District to secure up to \$30 million dollars for the construction of the New Nanaimo Center. On the basis of the resolution the Regional District may prepare a security issuing bylaw, which can be adopted by the Regional Board without further assents or approvals.

**ALTERNATIVES:**

1. Give "Regional District of Nanaimo Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489, 2006" three readings and adopt the bylaw as presented.
2. Take no action on the request.

**FINANCIAL IMPLICATIONS:**

Alternative 1

Under the terms of the bylaw the Regional District and its member municipalities are responsible for repayment of the debt; however, the City of Nanaimo is obligated to raise sufficient funds annually to make the debt payments. The City of Nanaimo has accounted for the debt in its five year plan so that this request is consistent with their budget documents.

Alternative 2

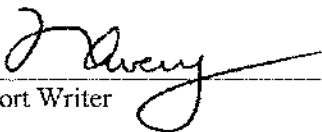
The Regional District could determine that it is not in the best interests of the region to secure these borrowings. Staff are not aware of any reason to do so and recommend proceeding to adopt the bylaw.

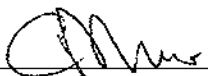
**SUMMARY/CONCLUSIONS:**

Following the procedures for securing long term debt, the City of Nanaimo has adopted a resolution authorizing the Regional District to prepare a bylaw to secure up to \$30 million dollars for the purpose of the New Nanaimo Center project. Bylaw No. 1489 is introduced for this purpose and may be adopted without further assents or approvals. Staff recommend proceeding with the bylaw as presented.

**RECOMMENDATION:**

1. That "Regional District of Nanaimo Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489, 2006" be introduced for first three readings.
2. That "Regional District of Nanaimo Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489, 2006" having received three readings be adopted.

  
Report Writer

  
C.A.O. Concurrence

**COMMENTS:**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1489**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY") ON BEHALF OF THE CITY OF NANAIMO**

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the City of Nanaimo is a member municipality of the Regional District of Nanaimo (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 824 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw;

Municipality	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
City of Nanaimo	5750	New Nanaimo Center	\$30,000,000	Nil	\$30,000,000	20	\$30,000,000
Total Financing pursuant to Section 824							<u>\$ 30,000,000</u>

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

*Paragraph 1 is only used for Municipalities*

1. The Regional Board hereby consents to financing the debt of the City of Nanaimo in the amount of Thirty Million Dollars (\$30,000,000) in accordance with the following terms.
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Thirty Million Dollars (\$30,000,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$30,000,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and the Manager of Financial Services of the Regional District, on behalf of the Regional District and under its seal, shall at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chairperson and the Manager of Financial Services of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.



8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of City of Nanaimo Loan Authorization Bylaw 5750, there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Regional District of Nanaimo Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489, 2006".

Introduced and read three times this 27th day of June, 2006.

Adopted this 27th day of June, 2006.

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CHAIRPERSON

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MANAGER, ADMINISTRATIVE SERVICES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Administrative Services

C A N A D A  
PROVINCE OF BRITISH COLUMBIA  
AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1489 cited as "Regional District of Nanaimo Security Issuing (City of Nanaimo New Nanaimo Center) Bylaw No. 1489, 2006". This Agreement is sealed with the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the Manager of Financial Services thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Financial Services

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

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

\_\_\_\_\_  
Inspector of Municipalities of British Columbia



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MAY 25 2006			
CHAIR		BOARD	
COW		DATE:	

**MEMORANDUM**

**TO:** C. Mason  
Chief Administrative Officer

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

**SUBJECT:** Barclay Crescent Sewer – Interim Financing Before Securing Long Term Debt

**FILE:**

DATE: May 20, 2006

**PURPOSE:**

To introduce for three readings and adoption:

"Regional District of Nanaimo (Barclay Crescent Sewer) Security Issuing Bylaw No. 1486, 2006"  
 "Regional District of Nanaimo Interim Financing (Barclay Crescent Sewer) Bylaw No.1487, 2006".

**BACKGROUND:**

The Barclay Crescent Sewer project is almost completed. Staff are bringing forward the above noted bylaws to replenish our bank account with funds to be borrowed under the Municipal Finance Authority's short term loan program (Bylaw 1487) and to secure long term funds through the MFA's fall debt issue (Bylaw 1486). Bylaw No. 1486 will authorize the Municipal Finance Authority to secure long term debt for this project for a term of twenty years.

**ALTERNATIVES:**

1. Introduce Bylaws No.1486 and 1487 for three readings and adoption.
2. Do not introduce the bylaws at this time.

**FINANCIAL IMPLICATIONS:**

Alternative 1

When a project which is the subject of a loan authorization reaches a conclusion it is appropriate to enter into the long term arrangements for financing. The cost of interim financing before securing long term debt have been provided for in the 2006 operating budget for the Barclay Crescent Sewer Service.

Alternative 2


Cash resources on hand have been used to provide funding to this project over the course of 2005/2006. Interest has been charged to offset the use of the funds. The amount for this project is over \$1 million dollars and staff believe it is appropriate to return funds to the current account by interim borrowing at this time, rather than waiting solely for the fall debt issue process.


**SUMMARY/CONCLUSIONS:**

Staff are introducing two bylaws related to borrowing for the construction of a sewer collector system in the Barclay Crescent Service Area. The project is largely complete. Bylaw 1486 will secure long term debt in the fall of 2006. Both bylaws can be adopted without any further electoral consent. Bylaw 1487 will allow staff to borrow temporarily from the Municipal Finance Authority and to replenish the current bank account until long term debt is secured later in the fall.

**RECOMMENDATION:**

1. That "Regional District of Nanaimo (Barclay Crescent Sewer) Security Issuing Bylaw No. 1486, 2006" be introduced for three readings.
2. That "Regional District of Nanaimo (Barclay Crescent Sewer) Security Issuing Bylaw No. 1486, 2006" having received three readings be adopted.
3. That "Regional District of Nanaimo Interim Financing (Barclay Crescent Sewer) Bylaw No. 1487, 2006" be introduced for three readings.
4. That "Regional District of Nanaimo Interim Financing (Barclay Crescent Sewer) Bylaw No. 1487, 2006" having received three readings be adopted.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
C.A.O. Concurrence

**COMMENTS:**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1486**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN  
AGREEMENT RESPECTING FINANCING BETWEEN THE  
REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL  
DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY  
OF BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

<b>Regional District</b>	<b>L/A Bylaw No.</b>	<b>Purpose</b>	<b>Amount Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue (Yrs.)</b>	<b>Amount of Issue</b>
Nanaimo	1392	Barclay Crescent Sewer	\$1,172,000	Nil	\$1,172,000	20	\$1,172,000

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Total Financing pursuant to Section 825 \$1,172,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed One Million, One Hundred and Seventy Two Thousand Dollars (\$1,172,000.00) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Manager of Financial Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Manager of Financial Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1392, the anticipated revenues accruing to the Regional District from the operation of the said Barclay Crescent Sewer Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Regional District of Nanaimo (Barclay Crescent Sewer) Security Issuing Bylaw No. 1486, 2006".

Introduced and read three times this 27th day of June, 2006.

Adopted this 27th day of June, 2006.

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CHAIRPERSON

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MANAGER, ADMINISTRATIVE SERVICES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Administrative Services

C A N A D A  
PROVINCE OF BRITISH COLUMBIA  
AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ in lawful money of Canada, together with interest thereon from the \_\_\_\_\_, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_ British Columbia, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. cited as "Regional District of Nanaimo (Barclay Crescent Sewer) Security Issuing Bylaw No.1486, 2006", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Manager of Financial Services thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager of Financial Services

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

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

\_\_\_\_\_  
Inspector of Municipalities of British Columbia



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1487**

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING  
OF MONEY PENDING THE ISSUANCE OF SECURITIES  
WHICH HAVE BEEN AUTHORIZED**

WHEREAS it is provided by Section 834 of the *Local Government Act* that the Regional Board may, where it has adopted a loan authorization bylaw and, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

AND WHEREAS by "Regional District of Nanaimo (Barclay Crescent Sewer Service) Loan Authorization Bylaw No. 1392, 2004", the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$1,172,000.00 for the purpose of undertaking capital expenditures for the acquisition of, construction of and improvements to the Barclay Crescent Sewer Service;

AND WHEREAS no notice has been served on the Board or its Secretary in regard to quashing the said "Regional District of Nanaimo (Barclay Crescent Sewer Service) Loan Authorization Bylaw No. 1392, 2004";

AND WHEREAS the authorized borrowing power under the said Bylaw No. 1392 has not been previously hypothecated;

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 \$1,172,000.00 solely for the purposes specified in the said "Regional District of Nanaimo (Barclay Crescent Sewer Service) Loan Authorization Bylaw No. 1392, 2004".
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 or Deputy Chairperson and Manager, Financial Services of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.

4. This bylaw may be cited as "Regional District of Nanaimo Interim Financing (Barclay Crescent Sewer) Bylaw No. 1487, 2006".

Introduced and read three times this 27th day of June, 2006.

Adopted this 27th day of June, 2006.

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CHAIRPERSON

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MANAGER, ADMINISTRATIVE SERVICES



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CHAIR		BOARD	
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**REGIONAL HOSPITAL DISTRICT MEMORANDUM**

**TO:** C. Mason  
Chief Administrative Officer **DATE:** May 20, 2006

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

**SUBJECT:** A Bylaw to Authorize Borrowing for Capital Projects

**PURPOSE:**

To introduce for three readings and adoption "Nanaimo Regional Hospital District Capital Projects (2005) Borrowing Bylaw No. 139, 2006".

**BACKGROUND:**

The Board approved borrowing up to \$774,000 for capital projects as part of the 2005 Hospital District annual budget. The Vancouver Island Health Authority has submitted its first request for reimbursement under that approval. The above noted bylaw once adopted will permit staff to reimburse the Health Authority and to borrow on an interim basis until the expenditures are complete in accordance with the requirements of the Municipal Finance Authority and the *Hospital District Act*. Long term debt once secured will be amortized over a period of 15 years.

**ALTERNATIVES:**

1. Introduce and adopt the bylaw as presented.
2. Do not adopt the bylaw.

**FINANCIAL IMPLICATIONS**

Alternative 1

The estimated annual cost once the expenditures are complete is \$78,000. This amount has been accounted for in the budget projections.

Alternative 2


There is at present no alternative source of funding. The request for reimbursement from the Health Authority is in accordance with our established procedures, therefore staff do not recommend withholding approval.

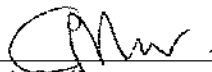
**SUMMARY/CONCLUSIONS:**

The Vancouver Island Health Authority recently forwarded a request to be reimbursed for purchases made under the authority of a 2005 budget approval to borrow up to \$774,000 for capital projects. Bylaw No. 139 authorizes this borrowing for a period not to exceed 15 years. The bylaw may be adopted under the *Hospital District Act* without further assents or approvals. Staff recommend adopting the bylaw as presented.

**RECOMMENDATION:**

1. That "Nanaimo Regional Hospital District Capital Projects (2005) Bylaw No. 139, 2006" be introduced for first three readings.
2. That "Nanaimo Regional Hospital District Capital Projects (2005) Bylaw No. 139, 2006" having received three readings be adopted.

  
Report Writer

  
C.A.O. Concurrence

**COMMENTS:**

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**CAPITAL EXPENDITURE & BORROWING BYLAW  
(CAPITAL PROJECTS 2005)**

**BYLAW NO. 139**

WHEREAS the Board of the Nanaimo Regional Hospital District proposes to expend money for capital expenditures described in Schedule 'A' attached hereto and forming an integral part of this bylaw;

AND WHEREAS those capital expenditures have received the approval required under Section 23 of the *Hospital District Act*;

NOW THEREFORE the Board of the Nanaimo Regional Hospital District enacts the following Capital Bylaw as required by Section 32 and Section 33 of the *Hospital District Act*.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$774,000.00 upon the credit of the District by the issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be for a term not to exceed fifteen (15) years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due each year.
4. The Board hereby delegates to the Manager, Financial Services of the Nanaimo Regional Hospital District the necessary authority to settle the terms and conditions of the borrowings.
5. This bylaw may be cited for all purposes as "Nanaimo Regional Hospital District Capital Projects (2005) Borrowing Bylaw No. 139, 2006".

Introduced and read three times this 27th day of June, 2006.

Adopted this 27th day of June, 2006.

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CHAIRPERSON

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MANAGER, ADMINISTRATIVE SERVICES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Administrative Services

**SCHEDULE 'A'**  
**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**CAPITAL PROJECTS (2005)**

Name of Facility	Project or Equipment Description	
Nanaimo Regional General Hospital	Palliative Care Program Relocation	\$ 100,000
	Lab Space Renovations	\$ 20,000
	Realign incoming power distribution	\$ 320,000
	OHS items	\$ 38,000
	Expand Microbiology	\$ 14,000
	Renovate Ambulatory Care	\$ 20,000
	Renovate Nuclear Medicine	\$ 20,000
	Increase file storage areas	\$ 8,000
	Replace flooring – food storage	\$ 20,000
	Upgrade Medical gas	\$ 36,000
	S&I Ergonomic Workstations	\$ 4,000
	Replace entry doors to rehab wing	\$ 22,000
	Upgrade telephone system software	\$ 32,000
	Total	\$ 774,000



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MAY 26 2006			
CHAIR		BOARD	

MEMORANDUM

**TO:** Herman Koolman  
 Manager, Building Inspection Services **DATE:** May 25, 2006

**FROM:** Allan Dick  
 Senior Building Inspector **FILE:** 3810-20

**SUBJECT:** Section 57 of the Community Charter - Contravention of Bylaw  
 Meeting Date – June 13, 2006

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

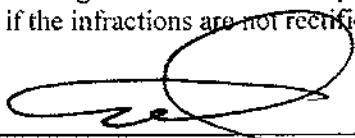
- 1. Owners Name: Neil and Karen Shearer  
 Legal Description: Lot 18, District Lot 8, Plan 20762, Nanoose Land District  
 Street Address: 3697 Dolphin Drive

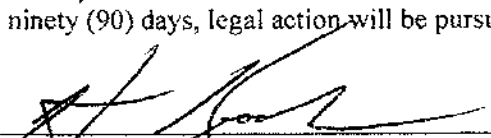
Summary of Infraction:

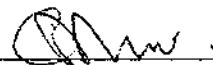
The original construction of the SFD predated building inspection services in the Nanoose area. A permit was issued for an addition September 10, 1981 and was completed recently. Another addition was added (without a valid building permit) and both additions have been in place for 8 years or more. Demolishing the addition is not viable as the bathrooms were relocated to the additions leaving the original dwelling without bathroom facilities. The plumbing has been approved by a qualified plumber; the electrical has been approved by a qualified electrician and the structural has been approved by Bayview Engineering. Various accessory buildings (built without permits) have been removed. Although the building does not meet the BC Building Code (ceiling heights, insulation, ventilation), there are no health and safety issues and it is recommended that a notice be filed on title to notify future owners of the issues regarding this property.

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.

  
 \_\_\_\_\_  
 Allan Dick, Senior Inspector - Report Writer

  
 \_\_\_\_\_  
 Herman Koolman, Manager Concurrence

  
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 CAO Concurrence



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JUN - 8 2006			
CHAIR		BOARD	
<i>Cow</i>			
			DATE:
Enforcement			

# MEMORANDUM

**TO:** Herman Koolman  
Manager of Inspection and Enforcement

**DATE:** May 30, 2006

**FROM:** Jerry Schaefer  
Building Inspector/Bylaw Compliance Officer

**FILE:** 3810 20 28056

**SUBJECT:** Marijuana Grow Op Remediation – 909 Esslinger Road  
Lot 24, District Lot 81, Plan VIP56034, Nanoose Land District

### PURPOSE:

To seek board approval to register a notice on the title of the subject property indicating that there is a building bylaw contravention.

### BACKGROUND:

The RCMP informed the RDN that the subject property had been used as a grow op. A Stop Work Order was posted at the property instructing the owners that the home could not be occupied until it had been converted back to a dwelling unit through building permit process. The notice was placed on March 10, 2006. A letter was sent to the registered owner on March 14, 2006 stating that the permit was to be applied for within seven days. On April 19, 2006 an agent for the owner applied for a building permit and was informed of the requirements for environmental and electrical assessments. As of today's date there has been no contact with the owner, nor forward movement with the building permit application.

### ALTERNATIVES

1. Place a notice on title indicating to interested parties that the home had been used as a grow operation, maintain direct enforcement activities and monitor property to gain compliance.
2. Pursue legal action to force the owners to obtain a building permit and associated remedial action.

### FINANCIAL IMPLICATIONS

Alternative No. 1: By placing a notice on title and monitoring the property to ensure that it is not occupied has no financial implication.

Alternative No. 2: The cost of pursuing legal action is difficult to determine as the owners live in Hong Kong and their local representative is not responsive to our requests. Anticipated costs \$3,000- \$5,000.

### SUMMARY/CONCLUSIONS

The property has been used as for a marijuana grow operation and poses a hazard to any one occupying the dwelling without the proper remediation work being undertaken.

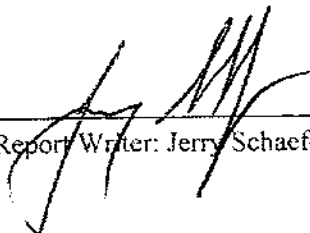


With grow operations, the main concern is that the dwelling could be occupied by people unaware of the potential for dangerous levels of microorganisms (mold) and structural/mechanical damage resulting from the previous activities in the home. At this time, there is no sign of the home being occupied. Since there has been no contact from the owner, it is impossible to gauge his willingness to comply.

Due to cost of legal action and the inability to contact the owner, staff are recommending Alternative No. 1.

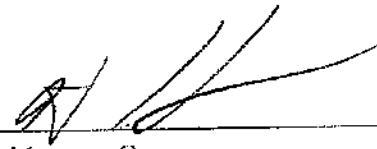
#### RECOMMENDATION

That a notice be placed on the title of the 909 Esslinger Road legally described as Lot 24, District Lot 81, Plan VIP 56034, Nanoose Land District and enforcement of Regional District of Nanaimo bylaws be pursued.



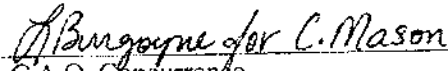
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Report Writer: Jerry Schaefer



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Manager Concurrence



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C.A.O. Concurrence

COMMENTS:



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JUN - 1 2006			
CHAIR	BOARD		
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MEMORANDUM

**TO:** Carol Mason, Chief Administrative Officer **DATE:** May 26, 2006

**FROM:** Wayne Moorman, P.Eng. Manager of Subdivision and Engineering Standards **FILE:** 5500-21-RG, Engineering Standards and Subdivisions

**SUBJECT:** Rural Streetlighting Local Service Area Boundary Amendment Electoral Area 'E', Bylaw 791.14

PURPOSE

To consider the inclusion of two properties in Area 'E' off Northwest Bay Road in the Rural Streetlighting Local Service Area (LSA) (see Map, Schedule 'A').

BACKGROUND

The owners of two properties on Northwest Bay Road in Madrona are currently developing the properties into small lot residential subdivisions. The subdivision of the larger lots into smaller residential lots will result in a final subdivision of approximately 70 lots; the affect of these additional lots and the construction of new road access onto North West Bay Road at Beaver Creek Wharf Road and Ballenas Road will add traffic to the existing intersections and may cause safety issues with increased traffic movement and potential pedestrian activity at these intersections. The owners of the parent parcels have petitioned the Regional District to install streetlights on existing BC Hydro poles at the intersections of Northwest Bay Road and Beaver Creek Wharf Road and Ballenas Road. These streetlights will provide better visibility at the intersections at night and are considered to be in the public interest for safety issues. In order to tax the properties for the operation of the streetlighting the properties must be included in the Rural Streetlighting LSA.

ALTERNATIVES

1. To amend the boundaries of the Rural Streetlighting LSA (Bylaw No. 791.14, 2006) to include the 2 properties legally described as Remainder Lot 1, DL 68, Plan 3940 except for part in Plan VIP80339; DL 68 Except Amended Parcel A Thereof and Except Those Parts in Plans 3940, 26680, 27026, 27376, 30341 and VIP80336 into the Rural Streetlighting Local Service Area.
2. To not amend the boundaries of the Rural Streetlighting LSA to include the subject properties into the Rural Streetlighting LSA.

## FINANCIAL IMPLICATIONS

There is no financial implication to the RDN. The operating cost of the additional streetlights is charged to the benefiting properties through taxation. In 2006, the estimated tax rate for this service is estimated at \$0.131/\$1000 of assessment.

## CITIZENS/PUBLIC RELATIONS IMPLICATIONS

Staff consulted with the North Nanoose Residents Association (NNRA - residents of Madrona, Wall Beach and Craig Bay) on the matter of streetlights and asked for their input. The streetlights were noted in their recent newsletter and the NNRA asked for any comments on the installation of streetlights on Northwest Bay Road at Beaver Creek Wharf Road and Ballenas Road. They requested any comments to be sent to the RDN. To date only two property owners have contacted the RDN stating their objection to the streetlights and they own properties some distance from the subject intersections. Staff also sent letters to eleven residents/properties in the immediate vicinity of the proposed streetlights and received only two responses, both of which were in favor of the streetlights. Therefore staff has concluded that the installation of streetlighting on Northwest Bay Road at Beaver Creek Wharf and Ballenas Roads is not a major negative impact on the existing community and in fact the community supports this initiative.

## SUMMARY/CONCLUSIONS

Two property owners developing their property just off Northwest Bay Road in Madrona have petitioned the RDN to install streetlights on existing BC Hydro poles at the intersections of Northwest Bay Road at Beaver Creek Wharf and Ballenas Roads. These streetlights will provide additional visibility at the subject intersections for both vehicular and pedestrian movements and are considered to be in the public interest for safety reasons. Residents of the Madrona, Wall Beach and Craig Bay community were requested to express their objection and/or support of these streetlights. There were two property owners living some distance from the intersections who expressed objection to this but no objection from property owners in the immediate vicinity of the proposed streetlights. Staff has concluded that the residents of Madrona, Wall Beach and Craig Bay support the installation of these streetlights at the subject intersections.

## RECOMMENDATION

1. That the parcels legally described as Remainder Lot 1, DL 68, Plan 3940 except for part in Plan VIP80339; DL 68 Except Amended Parcel A Thereof and Except Those Parts in Plans 3940, 26680, 27026, 27376, 30341 and VIP80336, All within the Nanoose Land District be included in the Rural Streetlighting Local Service Area.
2. That "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.14, 2006" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

  
Report Writer

  
CAO Concurrence

## COMMENTS:

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**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 791.14**

**A BYLAW TO AMEND THE RURAL  
STREETLIGHTING LOCAL SERVICE AREA  
ESTABLISHMENT BYLAW NO. 791**

WHEREAS Regional District of Nanaimo Bylaw No. 791 established the Rural Streetlighting Local Service;

AND WHEREAS the Board wishes to amend the Local Service Area boundaries in accordance with Section 802(1)(b) of the *Local Government Act*;

AND WHEREAS the consent of the Directors of Electoral Areas 'A', 'E' and 'G' have been obtained;

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

1. The boundaries of the Rural Streetlighting Local Service Area are hereby revised to include the properties outlined on Schedule 'A' attached hereto and forming part of this bylaw.
2. The amended boundaries of the Rural Streetlighting Local Service Area shall be as shown outlined on Schedules 'B-1', 'B-2' and 'B-3' attached hereto and forming part of this bylaw.
3. Schedule 'B-2' to Bylaw No. 791.13 is hereby repealed.
4. This bylaw may be cited as "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.14, 2006."

Introduced and read three times this \_\_\_\_ day of \_\_\_\_\_, 2006.

Received the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2006.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2006.

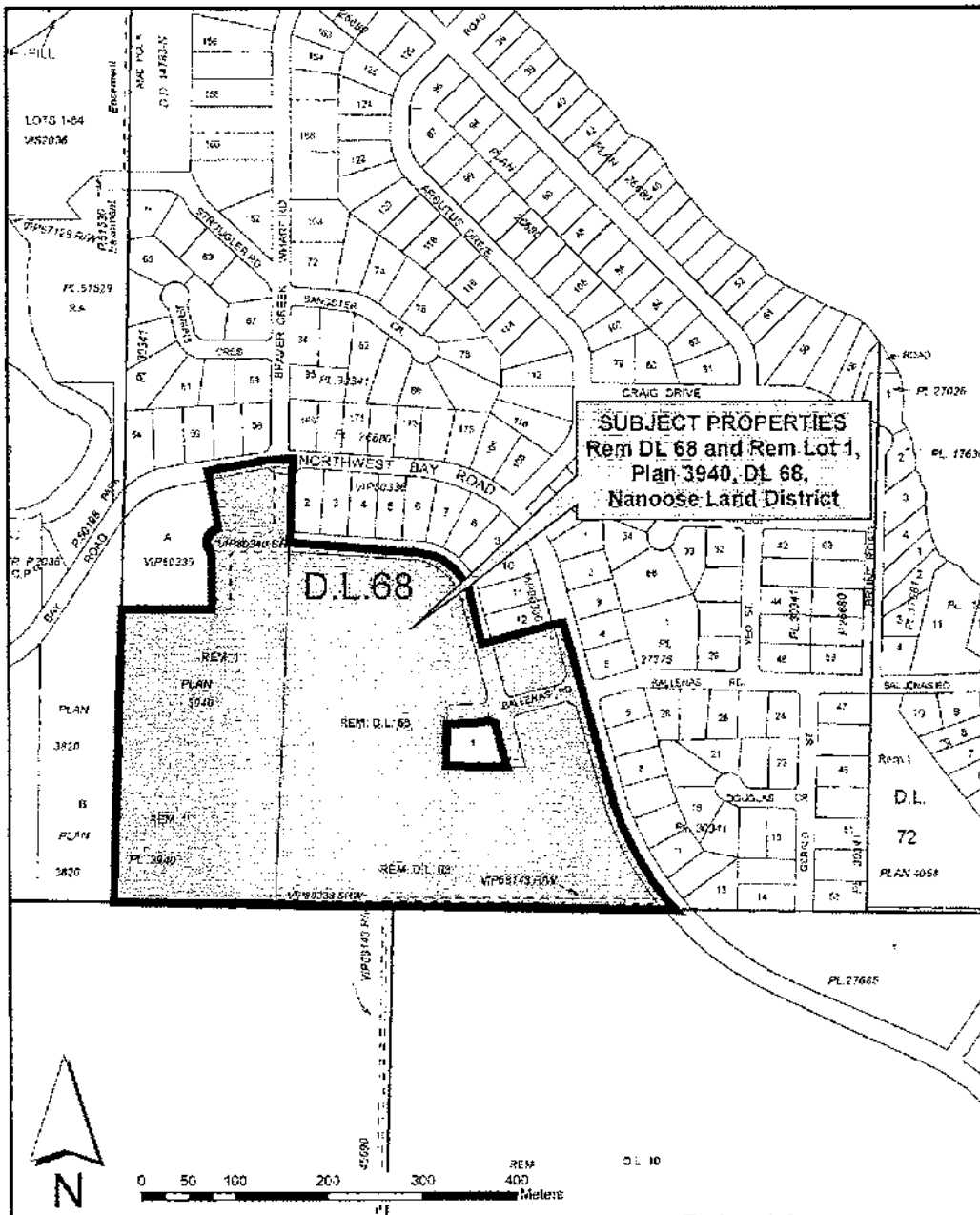
\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
MANAGER, ADMINISTRATIVE SERVICES

Schedule 'A' to accompany "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.14, 2006"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Administrative Services



SC3S MAPSHEET NO. 32F.339.2.2



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**MEMORANDUM**

**TO:** John Finnie  
General Manager of Environmental Services

**DATE:** May 23, 2006

**FROM:** Sean De Pol  
Acting Manager of Liquid Waste

**FILE:** 4520-20-69

**SUBJECT:** Liquid Waste  
Pump and Haul Bylaw Amendment  
7357 Industrial Road, Lantzville

**PURPOSE**

To consider an amendment to Bylaw 975 which established the Regional District of Nanaimo's Pump and Haul program.

**BACKGROUND**

The pump and haul service was established to provide a solution for those properties unable to obtain a permit for an on site septic disposal system. In order to apply for a permit under this bylaw the following conditions must be met:

- the applicant must have a valid holding tank permit issued by Vancouver Island Health Authority
- the parcel must be greater than 700 m<sup>2</sup>
- the parcel is for existing uses and the disposal system has failed, or the parcel is currently vacant and will only be used for the construction of a single family residence
- the parcel cannot be further subdivided or stratified according to existing zoning or a restrictive covenant
- a community sewer system is not available
- including the parcel will not facilitate development of any additional units on the property
- the development conforms to zoning bylaws.

A person wishing to incorporate a property into the Pump and Haul Service Area must first apply to the Regional District of Nanaimo to amend the Pump and Haul Bylaw No. 975. A Restrictive Covenant shall be registered against the title of the land in question in accordance with section 219 of the Land Title Act. The Restrictive Covenant shall require that the owner of the lot maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owner of the lot connect to sewers when they become available and the owner shall not subdivide or construct any additional units on the property.

A request has been received to include the following property into the Pump and Haul function:

Lot 15, District Lot 44, Wellington District, Plan 15245  
7357 Industrial Road, District of Lantzville

Mid Island Holding & Services Ltd. (Pacific Van and Camper) has petitioned the RDN to include their property into the Regional District of Nanaimo Pump and Haul Local Service Area, Bylaw No. 975. The property is used for RV and camper sales, with domestic wastewater from employees and customer washroom facilities only. A permit from the Environmental Health officer at the Central Vancouver Island Health Region approved the property for a holding tank. The property is greater than 700 m<sup>2</sup> in area and the property currently conforms to the existing zoning bylaw.

A Restrictive Covenant will be registered on the property requiring that a continuous contract with a pump out company be on file with the Regional District of Nanaimo, that the owner will connect to sewers when they become available and that the owner shall not subdivide or construct any additional units on the property.

#### ALTERNATIVES

1. Do not accept the application.
2. Accept the application.

#### FINANCIAL IMPLICATIONS

There are no financial implications. The applicant pays an application fee and an annual user fee. The Pump and Haul program is a user pay service.

#### SUMMARY/CONCLUSIONS

The application meets all requirements for inclusion into the Pump and Haul function, specifically the parcel size is greater than 700m<sup>2</sup>, a community sewer is not available, a holding tank permit was obtained under the Provincial Sewage Disposal Regulation and the property currently conforms to the existing zoning bylaw. A Restrictive Covenant has been prepared for the property requiring that the owner of the lot maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owner of the lot connect to sewers when they become available and the owner shall not subdivide or construct any additional units on the property.


#### RECOMMENDATIONS

1. **That** the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 15, District Lot 44, Wellington District, Plan 15245. (Industrial Road in the District of Lantzville).
2. **That** "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.43, 2006" be read three times and forwarded to the Inspector of Municipalities for approval.

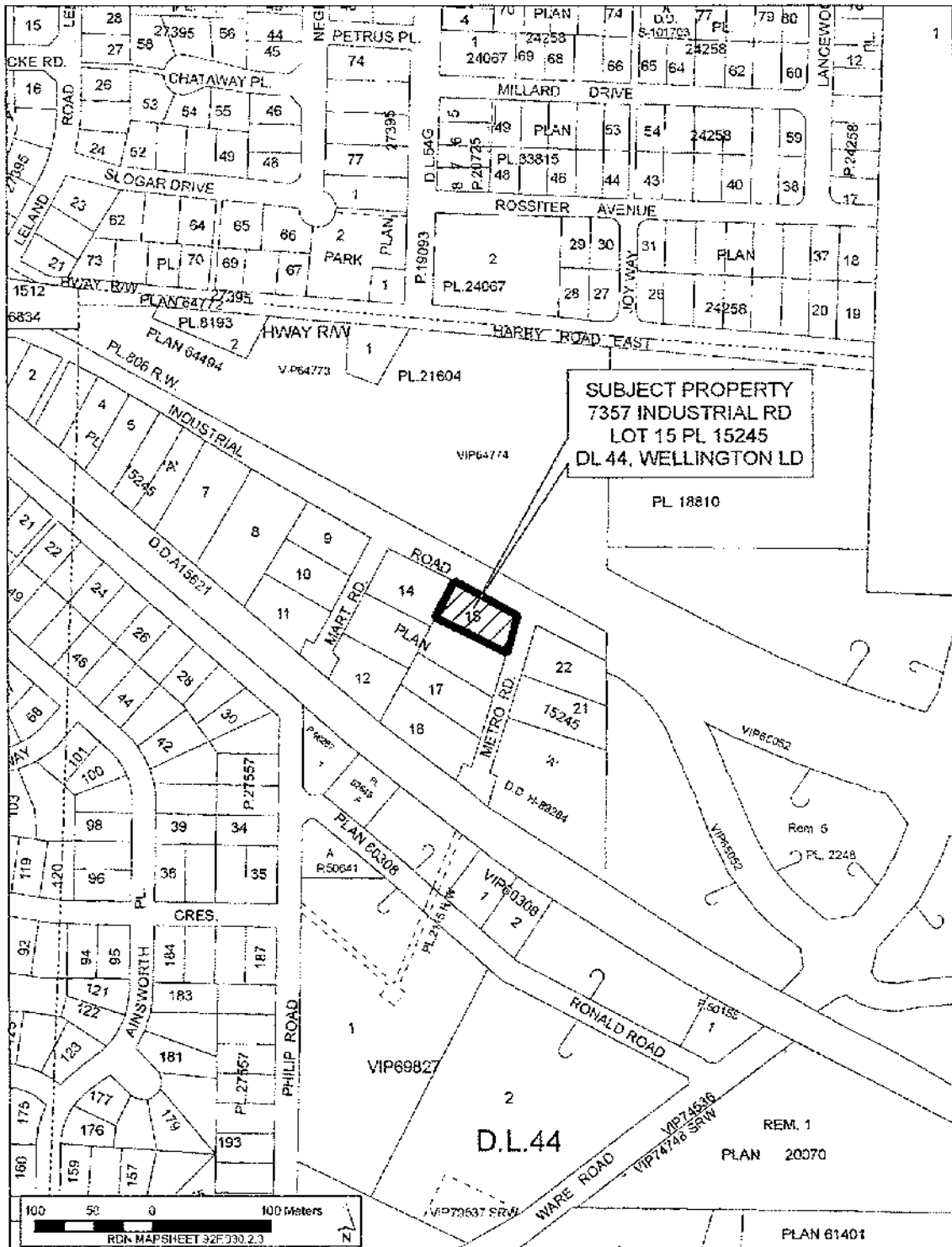
  
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
CAO Concurrence

COMMENTS:





**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.43**

**A BYLAW TO AMEND THE REGIONAL  
DISTRICT OF NANAIMO PUMP AND  
HAUL LOCAL SERVICE AREA  
ESTABLISHMENT BYLAW NO. 975**

WHEREAS Regional District of Nanaimo Pump and Haul Local Service Area Establishment Bylaw No. 975, as amended, established the pump and haul local service area;

AND WHEREAS the Directors of Electoral Areas 'B', a defined portion of 'C', 'E', 'F', 'G' and 'H' have consented, in writing, to the adoption of this bylaw;

AND WHEREAS the Councils of the City of Nanaimo and the District of Lantzville have consented, by resolution, to the adoption of Bylaw No. 975.43;

AND WHEREAS the Board has been requested to amend the boundaries of the local service area to include the following property:

Lot 15, District Lot 44, Plan 15245, Wellington Land District (District of Lantzville)

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

1. Schedule 'A' of Bylaw No. 975.42 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.43, 2006".

Introduced and read three times this 27th day of June, 2006.

Received the approval of the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
MANAGER, ADMINISTRATIVE SERVICES

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Chairperson

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Manager, Administrative Services

**BYLAW NO. 975.43**

**SCHEDULE 'A'**

**Electoral Area 'B'**

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
12. Lot 85, Section 18, Plan 21586, Nanaimo Land District.

**Electoral Area ‘C’ (Defined portion)**

**Electoral Area ‘E’**

1. Lot 69, District Lot 68, Plan 30341, Nanoose Land District.
2. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
3. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
4. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
5. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
6. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
7. Lot 24, District Lot 68, Plan 30341, Nanoose Land District.
8. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
9. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
10. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
11. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
12. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
13. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
14. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.

**Electoral Area ‘F’**

1. Lot 22, District Lot 74, Plan 29012, Cameron Land District.
2. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
3. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
4. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
6. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
8. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

**Electoral Area ‘G’**

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

**Electoral Area ‘H’**

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. Lot 2, District Lot 9, Plan 21610, Newcastle Land District.
8. District Lot 2001, Nanaimo Land District.
9. Lot 1, District Lot 40, Plan 16121, Newcastle District

**City of Nanaimo**

1. Lot 43, Section 8, Plan 24916, Wellington Land District.

**District of Lantzville**

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.
3. Lot 1, District Lot 85, Plan 15245, Wellington Land District.
4. Lot 15, District Lot 44, Plan 15245, Wellington Land District



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CHAIR	BOARD		
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MEMORANDUM

**TO:** John Finnie  
General Manager of Environmental Services

**DATE:** May 16, 2006

**FROM:** Mike Donnelly  
Manager of Utilities

**FILE:** 5500-20-SR-01

**SUBJECT:** Flamingo Drive Sewer Servicing Request

PURPOSE

To consider a request for sanitary sewer servicing of the Flamingo Drive area properties.

BACKGROUND

Three property owners approached the Board at the January Board meeting as a delegation to request that sanitary sewers be installed along Flamingo Drive to service all of the waterfront properties (see attached plan). The delegation outlined some of the background associated with previous efforts to bring these properties into the sewer service area.

The existing sewer along Kinkade Road and McFeely Drive services a portion of the larger sewer service catchment area outlined in a 1996 Pre-Design Brief for the Little Qualicum River Area Sewers. This pre-design work was carried out prior to the establishment of the Urban Containment Boundary (UCB) that forms part of the Regional Growth Strategy (RGS). The RGS shows a large portion of this pre-design sewer service area to be outside of the UCB.

RDN staff had discussions with the owners of one property on Flamingo Drive in the fall of 2005 about the possibility of extending sewers along Flamingo Drive, the implications with respect to cost, the process involved and the steps necessary to have the Board consider such a request.

Staff provided an estimated cost for the construction of such a service extension based on recent costs experienced in the Barclay Crescent project. The preliminary estimated project costs are in the order of \$450,000 which would result in a cost of approximately \$22,500 per property plus any on-site costs to connect to the new services. It was noted that VIHA has not documented any septic system failures in the area and as such sees no imminent threat to health. As a result, funding assistance from Provincial or Federal sources may be difficult to access. Without support funding, the estimated level of project costs may have an impact on decisions by individual property owners on whether or not to proceed.

Under the RGS, properties that fall outside of the UCB can be considered for sewer servicing if it can be shown that for health and or environmental reasons it would be important to extend sanitary services. Generally those reasons would include evidence of failed septic systems, probable groundwater contamination in areas where drinking water is at risk or other impacts that could be demonstrated to pose risk to public health and/or the environment. Considerations that may be pertinent in the Flamingo Road area would be that a number of the properties are on the waterfront so there may be a risk of contamination of the shoreline, and/or the possibility of flooded septic systems since the area is within a flood plain.

In the same pre-design area there are properties that are not on the waterfront and have no demonstrable health or environmental concerns but could, from an engineering perspective be connected as they lie within the pre-designed sanitary sewer servicing area.

Therefore the consideration of sanitary sewer servicing on Flamingo Drive presents two primary complications. Firstly, that the Flamingo Drive properties are actually part of a larger pre-design sanitary sewer service area. This broadens the discussion of servicing implications to that whole area. Secondly, there is a lack of proven health or environmental concerns to support the concept of extended sanitary sewers as defined in the RGS.

Individual sewer servicing requests received prior to the completion of this review and the establishment of any servicing strategy may be considered for Pump & Haul if properties qualify and as an interim measure only.

### **ALTERNATIVES**

1. Accept the request by Flamingo Drive residents for inclusion in the Surfside sanitary sewer service area and direct staff to proceed with the inclusion process.
2. Deny the request by Flamingo Drive residents for inclusion in the Surfside sanitary sewer service area.
3. Refer the request to the Electoral Area "G" OCP and Regional Growth Strategy reviews to consider the option for an overall sewer servicing strategy for the Kinkade/Flamingo Drive area.

### **FINANCIAL IMPLICATIONS**

Should the Board approve the request to include the Flamingo Road properties in the Surfside sanitary sewer service area, any costs associated with the process will be borne by the residents.

The potential financial implications of including this issue in the OCP review would be associated with costs of any engineering and servicing options studies that may be required. These costs have not been determined but may potentially qualify for provincial government study grant funding.

### **SUMMARY/CONCLUSIONS**

Some residents of Flamingo Drive in Electoral Area "G" have expressed an interest in having sanitary sewer servicing extended to their properties. Staff have been communicating with some of the residents to assist in outlining the process by which sewer services can be extended and the issues related to that process.

The properties in question are part of a larger number of properties that are included in a pre-design study (1996) area. This pre-design was used for the existing sewer infrastructure so pipe sizing is in place to accommodate additional connections, however the pre-design study area is entirely outside of the now established UCB.

Under the guidelines in place in the Regional Growth Strategy a property can only be considered for servicing if there is a clear health or environmental risk associated with not connecting that property to sanitary sewer. The Vancouver Island Health Authority does not have any record of problems or concerns related to the existing methods of sewage disposal for the Flamingo Road properties. Environmental

reasons for including the properties in the sewer service area would be based on their location in a flood plain and possible pollution of the foreshore.

This request for sewer service has highlighted the situation where properties that are outside of the UCB but within a designed service area may only be considered for service based on health or environmental concerns alone.

If the inclusion request is accepted, other properties within the pre-designed sewer service area but outside the UCB may also request that their properties be included. This would result in a patchwork of service inclusions based only on health or environmental implications.

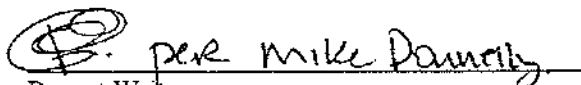
Denying the inclusion request would stop the application process for these properties. Other surrounding properties within the pre-designed service area may still approach the Board.


The current process by which properties lying outside of the UCB are considered for inclusion into sanitary sewer service areas is limited in scope in that it only refers to health or environmental reasons to evaluate a request. The process does not address situations where existing infrastructure is able to accommodate additional servicing regardless of the health or environmental considerations. Clarification and direction in this regard is required.


Rather than considering the subject and other potential requests from this area for servicing in isolation, staff are recommending that this issue be referred to the upcoming reviews of the Electoral Area "G" Official Community Plan and the Regional Growth Strategy to allow consideration of a more comprehensive approach to servicing issues in the Kinkade/Flamingo Drive area.

#### RECOMMENDATION

That the request for sewer servicing on Flamingo Drive and servicing issues in general for the Kinkade Road/Flamingo Drive area be referred to the Electoral Area "G" OCP and Regional Growth Strategy review processes.

  
Report Writer

  
General Manager Concurrence

  
C.A.O. Concurrence

COMMENTS:







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GVDS	GMRT&P
MAY 31 2006	
CHAIR	BOARD
COW	

MEMORANDUM

**TO:** John Finnie  
General Manager of Environmental Services

**DATE:** May 19, 2006

**FROM:** Sean De Pol  
Acting Manager of Liquid Waste

**FILE:** 2240-20-ASSOC

**SUBJECT:** Engineering Services Contract Extension

**PURPOSE**

To consider extending the wastewater engineering services contract with Associated Engineering (BC) Ltd. for an additional 2 years.

**BACKGROUND**

Associated Engineering has provided engineering services to the Liquid Waste Department for the past eight years. The most recent contract with Associated is for a period of three years, ending in June 2006, and allows for an extension of the contract for an additional two years.

*Evaluation of Performance*

During the last eight years, the District has received excellent service from Associated Engineering. They have successfully assisted in a number of difficult projects, including odour reduction at French Creek Pollution Control Centre and the Greater Nanaimo Pollution Control Centre, start-up of the Duke Point Pollution Control Centre, optimization of the Nanoose Pollution Control Centre and expansion planning for both the Greater Nanaimo and French Creek Pollution Control Centres. All projects have adhered to their budgets and have been completed in a timely manner. Staff has found the consultants to be competent, innovative and budget conscious.

**ALTERNATIVES**

1. Extend the current consulting services contract with Associated Engineering for wastewater engineering assistance for an additional two year term.
2. Release a Request for Proposals to attract proposals from other Engineering Consultant firms.

**FINANCIAL IMPLICATIONS**

*Alternative 1*

The advantage of having a dedicated consultant for wastewater services is ready access to expertise in civil, structural, process, mechanical, electrical, and instrumentation and controls engineering disciplines, and to survey and inspection services. Less time is expended collecting and providing information with a firm that is familiar with the RDN's facilities. Without a sole supplier for engineering services, additional staff would be required for operational and capital projects associated with our wastewater treatment assets.

Under the terms of our current contract, at the beginning of each calendar year Associated Engineering provides a list of hourly rates for specific engineering and technical staff, and rates for drafting and support staff. These rates do not change during the year but do change from year to year.

The annual rate increases reflect cost of living increases, merit increases and recent increases in construction costs related to engineering salary levels. The construction boom has increased the demand for engineering and technical people.

Associated Engineering rate increases over the past three years are summarized as follows:

	2004	2005	2006
Engineering and Technical Staff	5.3%	6.4%	9.4%
Drafting and Clerical Staff	5.6%	5.3%	6.7%

It is anticipated that these rates will increase in the 5% to 10% per annum range over the next two years.

To ensure the rates charged by Associated Engineering are competitive, a comparison to a recent Capital Regional District engineering design services wastewater project was made. The engineering fees for this project are higher than what Associated Engineering is presently charging for comparable projects. In addition, in April 2006 the RDN released a Request for Proposals to prepare a Capital Asset Management Plan, and the quote received by Associated Engineering for this project was 25% less than the next lowest bidder.

Over the last three years, the Liquid Waste's consultant services have cost approximately \$570,000 per year. The largest component of this cost is directly related to operational issues and design engineering for capital projects. Although this is a significant cost to the department, staff believe access to Associated Engineering's engineering expertise provides good value for dollars spent.

**Alternative 2**

Although other engineering firms may offer comparable rates, they will not provide the long-term efficiencies offered by Associated Engineering. Associated Engineering is currently involved in a number of complex RDN liquid waste projects, and extending this contract will result in additional savings and project expediencies due to their extensive knowledge of our facilities. Staff propose to re-tender the Liquid Waste Department engineering services contract in 2008.

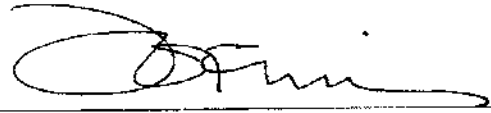
**SUMMARY/CONCLUSIONS**


The RDN has had a contract with Associated Engineering (BC) Ltd. to provide engineering services since the last proposal call in 2003. The contract was for three years with an option to extend the contract for an additional two years. Associated Engineering's experience with the Liquid Waste Department has enabled them to develop a thorough understanding of our facilities, which has proved both practical and financially beneficial to the RDN. Associated Engineering provides opportunity for cost savings and project expediency due to their extensive knowledge of our facilities. Staff recommends that Associated Engineering be retained to provide engineering services to the RDN's Liquid Waste Department for an additional two years. At that time staff propose to re-tender the Liquid Waste Department Engineering services contract.

**RECOMMENDATION**

That staff be directed to extend the wastewater engineering services contract with Associated Engineering (BC) Ltd. for an additional two year term expiring June 2008.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence

COMMENTS:



RDN			
CAO	GMES		
GMCS	GMR&P		
GMDS	GMRT&P		
MAY 31 2006			
CHAIR	BOARD		
COW			

**MEMORANDUM**

**TO:** Carey McIver  
Manager of Solid Waste

**DATE:** May 17, 2006

**FROM:** Alan Stanley  
Solid Waste Program Coordinator

**FILE:** 5370-00

**SUBJECT:** 2006 Garbage and Recycling User Rate Amendment Bylaw

**PURPOSE**

To introduce for three readings and adoption bylaw No. 1009.09, a bylaw to amend Garbage and Recyclable Material Collection Bylaw No. 1009, to reflect the user fees in the 2006 annual budget.

**BACKGROUND**

The 2006 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 7% increase in rates for 2006. The garbage and recycling collection contract contains a fee escalation clause, based on a number of 2005 consumer price indices. The final 2005 indices are not available until July. Staff estimate that the contract fees will increase by 6.5%. The additional 0.5% is to cover the costs of increased garbage disposal by residents. Attached to this report is the associated bylaw amendment to reflect the approved user fees in the 2006 budget.

**ALTERNATIVES**

1. Adopt an amended Garbage and Recyclable Materials Collection Rates Bylaw.
2. Amend the budget and adopt an amended bylaw as necessary.

**FINANCIAL IMPLICATIONS**

The rates in the attached bylaw have been increased by 7% to reflect the user fees in the 2006 annual budget. This means that the annual user fee for weekly collection service will increase from \$104.55 to \$111.85.


User fees account for 100% of the revenue for the Garbage and Recyclables Materials Collection program. There is no tax requisition associated with this budget. Adoption of the amended bylaw will ensure sufficient revenue to fulfill the RDN’s contractual obligations. If the user fees are not amended the result will be a budgetary shortfall for 2006 which will have to be corrected with higher fees in subsequent budgets.

**SUMMARY/CONCLUSIONS**

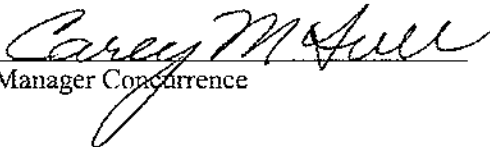
User rate revenues for garbage collection & recycling are budgeted in 2006 in amounts that include a 7% rate increase. Staff recommend that the associated Garbage and Recyclables Materials Collection Rates bylaw be amended to reflect the user fees in the approved 2006 budget. Adoption of the amended bylaw will ensure sufficient revenue to fulfill the RDN's contractual obligations. If the user fees are not amended the result will be a budgetary shortfall for 2006 which will have to be corrected with higher fees in subsequent budgets.

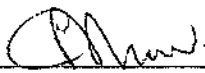
**RECOMMENDATIONS:**

1. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.09, 2006" be introduced and read three times.
2. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.09, 2006" having received three readings be adopted.

  
Report Writer

  
General Manager Concurrence

  
Manager Concurrence

  
C.A.O. Concurrence

**COMMENTS:**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1009.09**

**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. 1009.09, 2006".

Introduced and read three times this 27th day of June, 2006.

Adopted this 27th day of June, 2006.

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CHAIRPERSON

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MANAGER, ADMINISTRATIVE SERVICES

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Chairperson

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Manager, Administrative Services

### RECYCLING AND GARBAGE COLLECTION RATES

	<b>Regional Property Owners (Basic Rates)</b>	<b>City of Parksville, Town of Qualicum Beach, District of Lantzville</b>
1. Weekly garbage and bi-weekly recycling collection: allows for setting out one garbage container on any collection day	\$111.85 per annum per dwelling unit	\$111.85 per annum per dwelling unit
2. Bi-weekly garbage and recycling collection: allows for setting out two garbage containers on any collection day	\$102.90 per annum per dwelling unit	\$102.90 per annum per dwelling unit
3. Bi-weekly recycling collection	\$30.20 per annum per dwelling unit	\$30.20 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



R D N			
CAO	CW	GMES	
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GMDS		GMRT&P	
MAY 31 2006			
CHAIR		BOARD	
CW			

MEMORANDUM

TO: Carey McIver  
Manager of Solid Waste

DATE: May 26, 2006

FROM: Alan Stanley  
Solid Waste Program Coordinator

FILE: 2240-20 GVSDD

SUBJECT: Church Road Transfer Station Solid Waste Hauling Services Contract  
Regional Landfill

PURPOSE

To consider awarding a contract for the provision of solid waste hauling services from the Church Road Transfer Station (CRTS) to the Regional Landfill and other sites for 2006 to 2011.

BACKGROUND

The RDN requires hauling services to move solid waste from the CRTS to the Regional Landfill. For the past 8 years, the RDN has had a contract with the Greater Vancouver Regional District (GVRD) to transport waste from CRTS to Cache Creek.

In August 2005 the Board passed a resolution requesting early termination of the agreement with the GVRD to haul garbage from the CRTS to the Cache Creek Landfill. In October 2005 the GVRD Board authorized this request and on December 14, 2005 the GVRD and RDN amended the agreement to provide for early termination effective December 31, 2005.

In accordance with this early termination, staff issued a request for proposals (RFP) for hauling services from the CRTS to the Regional Landfill. The RFP was for hauling garbage, construction/demolition (CD) waste and yard waste from the CRTS to the Regional Landfill (garbage and CD waste) and to International Composting Corporation at Duke Point (yard waste). The RFP stated that proponents must be able to commence work on July 1, 2006 and proposals had to be submitted by May 12, 2006. Three proposals were received and one proposal was rejected due to non-compliance with the submission instructions in the RFP.

Compliant proposals from Bobell Trucking and Alpine Disposal were evaluated based on acceptable safety records, and compliance with present and future Government of Canada air emission regulations for diesel engines and cost. Both firms could provide acceptable services to the RDN, therefore, the lowest cost option from Bobell Trucking provides the best value to the RDN.

To calculate total contract price, the number of hauls required was based on the total number of hauls in 2005 (974) with an estimated 2.5 percent increase per year, due to the increasing population in District 69.

Both proposals include a fuel price adjustment clause that will be calculated on an ongoing basis and will be based on actual fuel prices. Under Bobell's proposal any changes in fuel prices will only affect 25 percent of the bid price, therefore the cost of the contract could increase slightly, or decrease slightly depending on the price of fuel. Alpine's fuel adjustment clause affects 100 percent of the contract cost.



The price of fuel is volatile and predictions of future pricing is difficult, however Bobell's fuel price adjustment formulas will have less impact on total contract cost than Alpine's.

The following table shows estimated annual cost and total contract cost over the 5-year term.

	Year	Price per load	Number of loads	Annual Cost	Total 5-Year Contract Cost
<b>Bobell Trucking</b>	2006-2007	\$291.50	998	\$291,019.03	
	2007-2008	\$297.02	1023	\$303,943.16	
	2008-2009	\$302.68	1049	\$317,478.47	
	2009-2010	\$309.05	1075	\$332,263.91	
	2010-2011	\$316.20	1102	\$348,449.74	<b>\$1,593,154.31</b>
<b>Alpine Disposal</b>	2006-2007	\$310.28	998	\$309,768.04	
	2007-2008	\$310.28	1023	\$317,512.24	
	2008-2009	\$310.28	1049	\$325,450.04	
	2009-2010	\$310.28	1075	\$333,586.30	
	2010-2011	\$310.28	1102	\$341,925.95	<b>\$1,628,242.57</b>

**ALTERNATIVES**

1. Award the contract to Bobell.
2. Do not award the contract and issue another RFP.

**FINANCIAL IMPLICATIONS**

*Alternative 1*

The 2006 annual budget to provide for CRTS hauling services is \$312,905. The Bobell proposal falls within current annual budget for CRTS haul services. The previous contract to haul waste from CRTS to Cache Creek was \$1.6 million per year.

*Alternative 2*

Not awarding the contract is impractical given the daily operational requirement to haul materials from CRTS. This alternative would require extending the current purchase order for haul services until another RFP process could be completed and another recommendation made.

**ENVIRONMENTAL IMPLICATIONS**

Hauling waste consumes diesel fuel and results in emissions to the air. The Government of Canada has jurisdiction over fuel standards and has implemented a regulation that will require all carriers to use ultra-low sulphur diesel fuel by 2007. All proponents to the CRTS haul RFP were required to submit engine specifications for their equipment that proved that they could comply with the new regulations. Additionally, proponents were asked to demonstrate how they may be able to exceed regulatory requirements. Bobell's proposal includes an option to use lower emission bio-diesel if this fuel, made partly from renewable plant sources, becomes available in the RDN.

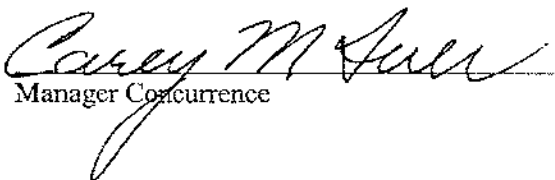
**SUMMARY/CONCLUSION**

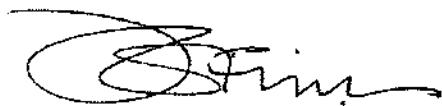
The RDN requires hauling services to move solid waste from the Church Road Transfer Station to the Regional Landfill. A Request For Proposals for hauling garbage, construction/demolition (CD) waste and yard waste from the CRTS to the Regional Landfill (garbage and CD waste) and to International Composting Corporation at Duke Point (yard waste) was issued. Compliant proposals from Bobell Trucking and Alpine Disposal were evaluated based on acceptable safety records, and compliance with present and future Government of Canada air emission regulations for diesel engines and cost. The proposal from Bobell Trucking provides lowest cost option to the RDN.


**RECOMMENDATION**

That a 5-year contract for the provision of solid waste hauling services from the Church Road Transfer Station for 2006 to 2011 be awarded to Bobell Trucking at a cost of \$1,593,154.

  
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
CAO Concurrence

COMMENTS:



**MEMORANDUM**

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CAO	✓	GMES	
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JUN - 8 2006			
CHAIR		BOARD	
<i>CoW.</i>			
May 25, 2006			

**TO:** John Finnie  
General Manager of Environmental Services

**DATE:**

**FROM:** Mike Donnelly  
Manager of Utilities

**FILE:** 1830-00

**SUBJECT:** Amendments to Fees & Charges Bylaw 1259  
Utility Service Area Boundary Amendments

**PURPOSE**

To present the Board with proposed changes to Planning Services Fees and Charges Bylaw No. 1259.

**BACKGROUND**

From time to time, service area boundary amendments are requested by property owners to extend water, sewer or storm water services to their property. These requests generate a significant staff work load including site visits, petitions to be prepared and distributed, determination and collection of related charges and staff reports to the Board.

To recoup some of the costs associated with these requests a fee structure for water, sanitary sewer, and stormwater service area boundary amendments is proposed. Fees would be as follows for the associated service area boundary amendments;

Water	\$300
Sewer	\$300
Storm	\$300

*These fees would be non refundable.*

The fees represent a conservative cost for technical, secretarial and managerial staff time to carry out duties associated with each application and are consistent with the existing \$300 fee established for Pump and Haul applications.

Streetlighting service area boundary amendments typically involve more than one property. As such the fee structure noted above for service area boundary amendments for single lots would not be applicable. Streetlighting therefore has not been included in the bylaw amendment.

With the approval of this bylaw amendment information on the change will be provided on the RDN web-site.

## ALTERNATIVES

1. Approve the proposed amendments to Bylaw No. 1259 to allow for service area boundary amendment application fees.
2. Do not approve the proposed bylaw amendments.

## FINANCIAL IMPLICATIONS

Although service area boundary amendments requests may be processed by Environmental Services or Development Services departments, they are typically administered by Development Services. Revenue generated by these fees would accrue to Development Services to assist in offsetting costs associated with processing the applications.

Approval of the bylaw amendments will provide additional revenue for the Development Services department allowing greater flexibility in allocating staff resources.

Without this amendment existing staff levels will be impacted negatively as the demand for service area amendments continues to grow.

## SUMMARY/CONCLUSIONS

Utility service area boundary amendments for individual properties generate a significant work load for RDN staff. Site visits, the development of petitions, determination and collection of charges and staff reports associated with the application result in staff resource impacts.

The collection of fees would assist the Development Services department by providing the funding for the necessary staff time to process applications in a timely manner. The fees would be \$300 for water, sanitary sewer and stormwater. This fee is consistent with the existing \$300 fee for Pump and Haul applications.

## RECOMMENDATIONS

1. That Regional District of Nanaimo, "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.04, 2006" be introduced for three readings.
2. That Regional District of Nanaimo, "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.04, 2006" having received three readings be adopted.

*for*  
\_\_\_\_\_  
Report Writer

\_\_\_\_\_  
General Manager Concurrence

*Burgoyne for C. Mason*  
\_\_\_\_\_  
C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1259.04**

**A BYLAW TO AMEND THE REGIONAL DISTRICT  
OF NANAIMO PLANNING SERVICES FEES  
AND CHARGES BYLAW NO. 1259**

WHEREAS the Regional District has authority under section 931(1) of the *Local Government Act* to impose fees and charges in connection with the matters referred to in that section;

AND WHEREAS, the Board of the Regional District of Nanaimo considers it necessary and desirable to impose fees to review and administer requests for inclusion within existing service areas through a boundary amendment;

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

1. Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002 is amended as follows by adding the following Section 9 to Part 5:
  - “9. Service area boundary amendments
    - (a) For water, sanitary sewer and stormwater boundary amendment requests – for each parcel of land a fee of \$300 upon submission of an application in the form (as amended from time to time) attached as Schedule ‘B’ to this bylaw.
    - (b) Fees payable under this section are non-refundable.”
2. By deleting Schedule ‘A’ to Bylaw No. 1259.03 and replacing it with Schedule ‘A’ attached to this bylaw.
3. This bylaw may be cited for all purposes as the "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.04, 2006".

Introduced and read three times this 27th day of June, 2006.

Adopted this 27th day of June, 2006.

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CHAIRPERSON

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MANAGER, ADMINISTRATIVE SERVICES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Administrative Services

## SCHEDULE A

Referred to in Part 5:

s.8 (a):

The owner shall pay at the time of application (feasibility analysis):

- (i) \$250.00 for the first lot plus \$25 for each additional lot

s.8 (b):

The greater of:

- (i) \$2,500.00 or

- (ii) a fee which shall be calculated as the total of:

- 4% of the value of construction for the first \$100,000 of value; and
- 3.5% of the value of construction for the next \$300,000 of value; and
- 3% of the value of construction for the next \$350,000.00 of value; and
- 2.5% on any amount of the construction value in excess of \$750,000;

where the value is the value of the works and services to be installed and based on the Engineer's Certified Project Cost as approved by the RDN's Manager of Engineering Standards and Subdivisions.

All applicants must also pay the following charges:

- (i) photocopies (8.5 x 11 inch pages): \$0.25 per page  
(ii) engineering standards and specifications: \$75.00  
(iii) cost of engineering plans at actual costs incurred by the Regional District.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager, Administrative Services

**SCHEDULE B**

**APPLICATION TO INCLUDE A PROPERTY WITHIN A LOCAL SERVICE AREA**

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

A copy of this form and all attachments shall be retained in the bylaw file amending the service area boundary. Fees payable under this Schedule are non-refundable.

Check the applicable service(s) below:

- |                                     |                                |
|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Water      | <input type="checkbox"/> \$300 |
| <input type="checkbox"/> Sewer      | <input type="checkbox"/> \$300 |
| <input type="checkbox"/> Stormwater | <input type="checkbox"/> \$300 |

*Attach a copy of the receipt of payment to the application form*

PROPERTY OWNER NAME(S) AND MAILING ADDRESS: a separate application is required for each property

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY

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STREET ADDRESS OF PROPERTY IF DIFFERENT THAN MAILING ADDRESS

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REASON FOR REQUEST

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SERVICE AREA NAME/BYLAWS:

AMENDMENT NUMBER

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OTHER CHARGES PAYABLE: *Check applicable bylaws and attach copy of calculation spreadsheet to application for file purposes*

Capital Charges

- Bylaw 765 – Fairwinds Sewerage
- Bylaw 1323 – Nanoose Bulk Water
- Bylaw 1330.01 – French Creek Sewer Local Service
- Bylaw 1331.01 – Northern Community Sewer Service
- Bylaw 1387 – Coombs Hilliers Fire Protection Service



Development Cost Charges

- Bylaw 1020 – Southern Community Sewer Service
- Bylaw 1088 - Nanoose Bulk Water
- Bylaw 1089 – French Creek Bulk Water
- Bylaw 1443– Fairwinds Sewerage
- Bylaw 1442 -- Northern Community Sewer Service
- Bylaw 57 – Greater Nanaimo Water District (Area C – Extension)

Latecomer fees (refer to calculation spreadsheet)

REVIEWED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_



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CAO	(1)	GMES	
GMCS		GMR&P	
GMDS		GMR&P	
MAY 26 2006			
CHAIR		BOARD	
COW			
DATE:			

**MEMORANDUM**

**TO:** John Finnic  
General Manager of Environmental Services

**FROM:** Mike Donnelly  
Manager of Utilities

**SUBJECT:** Lantzville West Water System (Rumming Road)  
Request for RDN Ownership and Operation

**FILE:** 5500-31-RR-01

**DATE:** May 23, 2006

**PURPOSE**

To consider the request from the Rumming Road Water Society for the Regional District of Nanaimo to assume responsibility for the Lantzville West Water system.

**BACKGROUND**

The Lantzville West Water System serves residents of Rumming Road (see attached plan) and has been in place since 1989 when the original owners, Lantzville West Developments built the system. The system operates from one well, a reservoir and distribution system serving 21 properties at this time with 5 remaining empty lots left to be serviced once homes are constructed.

Lantzville West Developments abandoned ownership of the system in August of 2003 and the Ministry of Environment subsequently obtained control of the system in March, 2006 by way of an Order in Council. The Rumming Road Water Society was formed in January 2004 to administer the water system and has been in discussions with the Ministry of Environment regarding long term operation and ownership since then. The Society has now requested that the RDN undertake an assessment and evaluation of the system with the intent that the RDN would assume ownership and control of the system on approval of the residents. The Ministry has noted three options for ownership including the Society itself, a private corporation or the RDN. The Ministry has indicated a preference for RDN ownership.

Staff and the Electoral Area "E" Director met with the Society on April 27<sup>th</sup>, 2006 to discuss the process by which the RDN would consider their request and the steps involved. Staff outlined those steps including the need to obtain Board approval to explore the concept, the need for an engineering system review and report to determine the costs to bring the service up to RDN standards, the short and long term costs to the residents and the mechanisms by which the RDN asks for the assent of the electors. The first step is an engineering review and assessment of the system to allow staff, the Board and the residents to make an informed decision on requirements and costs to upgrade the system.

The Ministry of Environment has confirmed grant funding in the amount of \$15,000 for an engineering review of the system. This level of funding would most likely be sufficient to undertake the review. Should the Board grant approval to proceed, an engineering review could be carried out in the fall of 2006.

**ALTERNATIVES**

1. Proceed with an engineering review of the Lantzville West Water System.
2. Do not proceed with this review.

**FINANCIAL IMPLICATIONS**

There are no financial implications with respect to the review. The Ministry of Environment will provide up to \$15,000 for the review which should be adequate given the size of the system.

Should the Board decide not to proceed with the review the water system will be owned and operated by the Rumming Road Water Society or by a private corporation.

Regional district ownership of the system would result in all costs associated with the takeover of the system being borne by the residents and would establish user fees and parcel taxes to support the system. As well a review of resource and staffing implications would be addressed and brought forward in a future report to the Board.

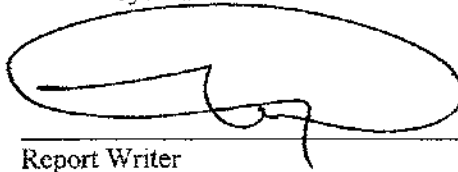
**SUMMARY/CONCLUSIONS**

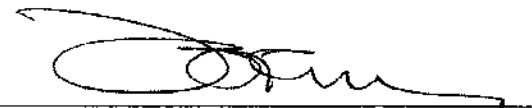
The Rumming Road Water System Society has approached the RDN with a request to consider taking over the Lantzville West Water System. This system currently serves 21 properties and is currently under the direction of the Ministry of Environment.

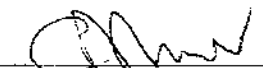
The initial step in such a request is to have an engineering review of the system carried out. Funding for that review in the amount of \$15,000 is being provided by the Ministry of Environment. With Board approval the engineering review would be carried out in late 2006. The completed review along with recommended next steps would be brought forward to the Board in 2007.

**RECOMMENDATIONS**

1. That staff confirm with the Ministry of Environment that we intend to access funds offered to undertake a review of the Lantzville West Water System in the fall of 2006 and,
2. That staff be directed to proceed with an engineering review of the Lantzville West Water System.

  
Report Writer

  
General Manager Concurrence

  
C.A.O. Concurrence

COMMENTS:





R D N			
CAO	✓	GMES	
GMCS		GMR&P	
GMDS		GMRT&P	
JUN - 7 2006			
CHAIR		BOARD	
		COW ✓	

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrator Officer

**DATE:** June 7, 2006

**FROM:** Tom Osborne  
General Manager of Recreation and Parks

**FILE:**

**SUBJECT:** Lighthouse Community Centre Society Funding Agreement

**PURPOSE**

To review revisions to the funding agreement with the Lighthouse Community Centre Society for facility improvements and operation of the Lighthouse Community Centre.

**BACKGROUND**

By way of a Lease with the Regional District, the Lighthouse Community Centre Society operates a local community hall which they had constructed in Electoral Area 'H' on Community Park Land located in Qualicum Bay.

In April 2004 the Regional District entered in to a separate Agreement with the Lighthouse Community Centre Society for the RDN to assist the Society in funding significant facility upgrades to the facility utilizing funding from the Electoral Area 'H' Community Parks Function. This funding agreement is for a four year term that commenced on April 1, 2004 and terminates on December 31, 2007.

During the 2006 Annual Budget preparation, the Society approached the RDN and requested for additional funding be provided to them in the amount of \$1,000 to assist with on going operational and maintenance costs for the building. Staff then included this amount in the Provisional Budget which was later approved by the Regional Board when the 2006 Annual Budget was adopted in March. In order for the funds to be forwarded on to the Society, a minor amendment is required to the Agreement in which is proposed that a new Section 4.6 be added as follows:

*4.6 The Society will receive annually from the RDN ONE THOUSAND (\$1,000.00) DOLLARS on or after the 3<sup>rd</sup> Day of May in 2006 and 2007 to assist the Society in funding operational and regular maintenance costs for the Lighthouse Community Centre.*

This approach is consistent with a February 28, 2006 Board resolution where staff were requested to amend the Electoral Area Community Park Bylaws in order to provide for funding of community facilities and halls in the Electoral Areas. A staff report will be forthcoming this fall on the matter. In addition, the draft Executive Summary of the Recreation Services Master Plan for Oceanside also proposes similar funding arrangements to take place in order to improve the provision local recreation services in the Electoral Area's of District 69.

## ALTERNATIVES

1. That the Regional District of Nanaimo approve the revised Agreement with the Lighthouse Community Centre Society which includes the addition of Section 4.6 to provide \$1,000 in 2006 and \$1,000 in 2007 for operational and maintenance costs for the Lighthouse Community Centre.
2. That the Regional District of Nanaimo not approve the revised Agreement with the Lighthouse Community Centre Society.

## FINANCIAL IMPLICATIONS

Funding in the amount of \$1,000 has been provided for in the 2006 Annual Budget in the Electoral Area 'H' Community Park Function.

Should the revised Agreement not be approved, the Lighthouse Community Centre will have to find alternative operational funding for the facility or revise their operating budget accordingly.

## SUMMARY

The Lighthouse Community Centre Society operates a local community hall which they had constructed in Electoral Area 'H' on leased Community Park Land located in Qualicum Bay.


In April 2004 the Regional District entered in to a separate Agreement with the Lighthouse Community Centre Society for the RDN to assist the Society in funding significant facility upgrades to the facility utilizing funding for the Electoral Area 'H' Community Parks Function.


The Society has approached the RDN and requested for additional funding be provided to them in the amount of \$1,000 to assist with ongoing operational and maintenance costs for the building. A minor amendment is now required to the Agreement in which is proposed that a new Section 4.6 be added.

This request is consistent with a February 28, 2006 Board resolution where staff were requested to amend the Electoral Area Community Park Bylaws in order to provide for funding of community facilities and halls in the Electoral Areas. A staff report will be forthcoming this fall on the matter. In addition, the draft Executive Summary of the Recreation Services Master Plan for Oceanside also proposes similar funding arrangements to take place in order to improve the provision local recreation services in the Electoral Area's of District 69.

## RECOMMENDATION

That the Regional District of Nanaimo approve the revised Agreement with the Lighthouse Community Centre Society which includes the addition of Section 4.6 to provide \$1,000 in 2006 and \$1,000 in 2007 for operational and maintenance costs for the Lighthouse Community Centre to be funded by the Electoral Area 'H' Community Park Function.

  
Report Writer

  
C.A.O. Concurrence

- 4.6 The Society will receive annually from the RDN ONE THOUSAND (\$1,000.00) DOLLARS on or after the 3<sup>rd</sup> Day of May in 2006 and 2007 to assist the Society in funding operational and regular maintenance costs for the Lighthouse Community Centre.

**5.0 APPLICATION OF FUNDS**

The Society will use the Grant only for Authorized Purposes as set forth in Schedule 'A' to this Agreement.

**6.0 BUDGET AND REPORTING REQUIREMENTS**

The Society shall deliver to the RDN on or before January 15<sup>th</sup> of each year of the Agreement:

- (a) a report on how the Grant provided in the previous year has been utilized;
- (b) a report on the Society's fundraising efforts; and,
- (c) an updated capital improvement plans and budgets as these relate to the Authorized Purposes to be undertaken in the coming year.

**7.0 SOCIETY TO MAINTAIN FINANCIAL RECORDS**

- 7.1 The Society must prepare, keep and maintain detailed financial records covering all aspects of the receipt and use of the Grant monies for Authorized Purposes provided for under this Agreement, including all associated expenses, in accordance with generally accepted accounting principles applied consistently.

- 7.2 The Society shall make all financial books and records available for inspection, audit and copying by the RDN at all reasonable times.

**8.0 MAINTENANCE OF THE SOCIETY**

The Society agrees that it shall at all times during the term fulfil all of its obligations under the *Society Act* in order to maintain the Society in good standing.

**9.0 NOTICE**

- 9.1 Any notice, direction or other instrument required or permitted to be given under this Agreement shall be in writing and may be given by the delivery of the same or by sending the same by mail, courier or fax, in each case addressed as set out above in this Agreement.

- 9.2 Any notice, direction or other instrument aforesaid will be deemed to have been given and received when delivered.

- 9.3 Either party may at any time give to the other party notice in writing of any change of address of the party giving such notice and from and after the giving of such notice the address or addresses therein specified will be deemed to be the address of such party.

for the purposes of giving notice hereunder.

**10.0 TIME**

Time is to be the essence of this Agreement.

**11.0 BINDING EFFECT**

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

**12.0 WAIVER**

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

**13.0 HEADINGS**

The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

**14.0 LANGUAGE**

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

**15.0 CUMULATIVE REMEDIES**

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

**16.0 LAW APPLICABLE**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.



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

*For the REGIONAL DISTRICT OF NANAIMO*

by its authorized signatories:

_____	)	(Seal)
Authorized Signatory	)	
	)	
_____	)	
Authorized Signatory	)	

**For the THE LIGHTHOUSE COMMUNITY CENTRE SOCIETY**

by its authorized signatories:

_____	)	(Seal)
Authorized Signatory	)	
	)	
_____	)	
Authorized Signatory	)	

## SCHEDULE 'A'

### Projects

The Board of Directors of the Lighthouse Community Centre Society has compiled the following list of improvements that they feel are necessary at this time, listed in order of priority:

#### 1. Washrooms

- a. Convert two single washrooms to handicap facilities, including 16" handicap w.c. bolt down lined tank and open front seat, new hand basin, handicap blade handle taps, vandal proof pop-up and countertops.
- b. Renovate the large men's washroom with new hand basins, single lever taps, vandal proof pop-ups and countertop.
- c. Renovate large ladies washroom with existing basins from single washrooms and new counter-tops.
- d. Remove all existing wall tiles and replace with new drywall, install wainscoting, chair rails and paint.

**Estimated cost \$11,700**

#### 2. Kitchen

- a. Replace flooring with high traffic linoleum.
- b. Paint all cabinet faces.
- c. Install in doors and drawer faces with melamine and new hardware.
- d. Cover all ends with arborite.
- e. Paint walls and ceiling.

**Estimated cost \$9,400**

#### 3. Acoustic Ceiling

- a. Remove and replace the ½" thick spray on acoustic material on the ceiling and upper walls in main hall.
- b. Estimate given of \$8,000 four to five years ago.

**Estimated cost \$10,000**

#### 4. Face Lift in Main Hall

- a. Paint all exposed walls in the main hall.
- b. Install wainscoting and chair rails.

**Estimated cost \$13,000**

#### 5. Stage

- a. Install new woodwork on front of stage.
- b. Install new floating floor on stage including new baseboards.

**Estimated cost \$4,800**

**6. Floor**

The Board is currently investigating the cost of installing a proper wood floor or equivalent in the Main Hall. The floor initially had a parquet wood floor installed that unfortunately didn't hold up over the heated cement floor. The Hall is in need of having a proper floor installed so that more dancing and other events can be held at the Hall. All of the volunteers agree that the cement floor can get rather tiring after a long fundraising event. The Board is currently looking at The Vancouver Foundation, which will match funds raised by the organizations that apply for grants. Capital projects are included in their eligible expenditures. The Board is also pursuing the BC Gaming Commission's Bingo Hall Affiliation program to help raise funds for operating costs and capital projects.

**Estimated cost \$30,000**

**REGIONAL DISTRICT OF NANAIMO**  
**MEETING OF THE**  
**NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**APRIL 3, 2006. – 7:00 PM**  
**NANOOSE LIBRARY HALL,**  
**NANOOSE ROAD, NANOOSE BAY**

**MINUTES**

**Attendance:** Gabrielle Cartlidge  
Paula Young  
Anette Thingsted  
Frank Van Eynde (District 69 Recreation Commission Rep)  
Kiwi Stanners  
Stephen Watson

**Apologies:** George Holme (Area E Director)

**Staff:** Jeff Ainge (RDN Parks Supervisor)

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Meeting was called to order at 7:00 pm by Frank Van Eynde.

**ADOPTION OF THE AGENDA**

MOVED K. Stanners, SECONDED G. Cartlidge that the agenda be adopted as presented.

CARRIED

**APPROVAL OF MINUTES**

MOVED K. Stanners SECONDED G. Cartlidge that the minutes of the February 6, 2006 meeting be approved.

CARRIED

**BUSINESS ARISING FROM MINUTES**

In response to Floyd Harry's Inventory of Community Parks in Area 'E' K. Stanners, F. Van Eynde, and J. Ainge prepared a list of proposed work priorities for 2006. The work priorities focus on the removal of broom and other unwelcome vegetation species. The inventory prepared by the Naturalists also included suggestions for work beyond broom removal; some of those suggestions have been assigned priority for 2006 as well.

MOVED K. Stanners SECONDED by F. Van Enyde that the work priority report for 2006 be accepted.

CARRIED

**PARKLAND DEDICATION REFERRALS**

- a) Ballenas & Wall Beach Roads. RDN Planning file application number 26314. Camelot Homes.
- b) Davenham Road & Oakleaf Drive. RDN Planning file application number 26828. Timberstone Developments.

Several members of the Committee had joined staff to look at the two sites in person on March 31<sup>st</sup>. After discussion and debate, the Committee responded to the referral request from Planning as follows.

## **BUSINESS ARISING FROM PARKLAND DEDICATION REFERRALS**

- a.) Ballenas & Wall Beach Roads. The lot proposed for parkland has been cleared of vegetation and has little value ecologically or recreationally as parkland.

MOVED K. Stanners, SECONDED G. Carlidge that the Committee recommends the Regional Board request cash-in-lieu of parkland be accepted following a certified appraisal of the property.

CARRIED

- b.) Davenham Road & Oakleaf Drive: Applicant offering two parcels of land for park land. A 1.29 ha parcel of waterfront and 0.81 ha parcel along Davenham Road. The waterfront parcel is identified on RDN maps as a 'coastal bluff' sensitive ecosystem with archaeological significance. A number of issues were identified as concerns, including archaeological sites and proximity of septic pump stations. These items were captured in the formal Referral Response Form. There was also discussion and no consensus on the value of the proposed parkland parcel along Davenham Road.

MOVED K. Stanners, SECONDED S. Watson that the Committee recommends the Regional Board accept the 1.29ha waterfront parcel of proposed parkland, and that the comments noted in the Referral Response Form be taken into account and be required of the applicant when finalizing the development approvals.

CARRIED (with one member voting in the negative)

## **COMMUNICATIONS AND CORRESPONDENCE**

- a) Diane Pertson, Dolphin Drive. Follow up letter from her speaking as a late delegation at the February meeting.
- b) Doreen Snider, Andover Road. Request for placement of memorial bench in Brickyard Community Park.

MOVED G. Carlidge, SECONDED P. Young that the correspondence be received.

CARRIED

## **BUSINESS ARISING FROM COMMUNICATIONS AND CORRESPONDENCE**

MOVED G. Carlidge SECONDED K. Stanners that the committee recommends Mrs Snider's request for bench be supported. Staff are requested to work out details regarding cost and bench suppliers and to respond to Mrs Snider.

CARRIED

## **REPORTS & DISCUSSION ITEMS**

- a) Nanoose Place landscaping progress. P. Young updated the committee on the progress of the Nanoose Place landscaping project. Since the last update three trees have been donated and planted, a lawnmower has been donated, the irrigation system is soon going to be installed, and on April 22 there will be a planting day to add more native vegetation.
- b) Staff update on local and regional parks issues. J. Ainge provided an update on local and regional items, including:
- The RDN in partnership with NALT has purchased 520 acres of Mt. Benson for a regional park
  - The RDN Recreation and Parks Department has a new corporate structure with 2 new positions: Manager of Parks Services and Manager of Recreation Services.
  - There are 2 postings for Seasonal Park Staff, to begin May 8.
- c) Director's update. F. Van Eynde provided an update on the activities of the District 69 Recreation Commission and the Nanoose Planning Committee, including:
- Strategic Planning Workshop
  - Qualicum Beach Fire Camp

- The planning committee met with Fairwinds planners, to discuss their future plans. Fairwinds has shelved development of the sensitive Garry Oak area for the time being.

#### **QUESTIONS AND COMMENTS FROM THE FLOOR**

Mr. Vic Audley spoke of concerns regarding the settling pond on the Fairwinds development that flows into the marshland.

#### **COMMITTEE ROUND TABLE**

G. Carlidge and A. Thingsted proposed that POSAC needs to have some long terms goals or a strategic plan for the committee to work from. G. Carlidge suggested that members should review the 2001 *Parks and Open Space Plan for Nanoose Bay* to determine some long term strategies for the committee.

MOVED G. Carlidge, SECONDED A. Thingsted that the POSAC members review the *Parks and Open Space Plan for Nanoose Bay* and bring their comments and ideas to the next meeting.

CARRIED

#### **NEXT MEETING DATE**

The next meeting will take place at the Nanoose Library Hall, 7.00pm on June 5, 2006.

#### **ADJOURNMENT**

MOVED K. Stanners that the meeting adjourn at 8:30pm.

CARRIED

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**Chair**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /  
STATE OF SUSTAINABILITY PROJECT MEETING  
HELD ON WEDNESDAY, MAY 17, 2006  
IN THE COMMITTEE ROOM**

**Present:**

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Brian Anderson	
Douglas Anderson	
Gordon Buckingham	
Betty Collins	
Sylvia Neden	
Ross Peterson	
Adele McKillop	
Sharon Thomson	

**Also in attendance:**

Christina Thomas	Acting Manager, Regional Planning
Pat Maloney	Consultant Planner, EBA Engineering
Tara Schmidt	Consultant Planner, EBA Engineering

**Absent:**

Janet Farooq

**CALL TO ORDER**

Director Holdom called the meeting to order at 5:30 PM.

**MINUTES**

The minutes from the previous meeting (April 12/05) were approved as presented.

**CORRESPONDENCE**

None.

**OLD BUSINESS**

***a) Sustainability Report – Technical Advisors***

C. Thomas stated that she had requested seven additional individuals to serve as technical advisors regarding socio-economic aspects of the Sustainability Report, as a result of the April 17<sup>th</sup> RGMAC request, and that one of these individuals has volunteered to accept the responsibility.

C. Thomas stated that on April 21, 2006, the technical advisors were invited to provide comments on the first draft of the social section of the Sustainability Report to the RDN by May 19, 2006, and that six technical advisors have submitted comments to date.

C. Thomas circulated the updated May 17, 2006 list of technical advisors for the Sustainability Report.

## **NEW BUSINESS**

### ***a) Sustainability Report – Social Capital Section***

The consultants introduced themselves and delivered a PowerPoint presentation about their process to develop the Sustainability Report, the proposed report structure, and the proposed report card format.

The consultants facilitated RGMAC discussion about the draft social capital section of the Sustainability Report, and the RGMAC provided suggestions regarding how the report could be enhanced.

The consultants committed to making amendments to the report to respond to RGMAC comments and to conducting some additional research regarding specific topic areas. It was noted that the RGMAC will have an opportunity to review the updated social capital report section once it is combined with the economic capital and environmental capital report sections to create the overall Sustainability Report.

## **NEXT MEETINGS**

The next meeting is Wednesday, May 31, 2006, at 5:00 PM. The primary purpose of the meeting is to review the technical advisors' comments about the social section of the Sustainability Report, and to discuss whether adjustments should be made to the report as a result of the comments.

## **ADJOURNMENT**

Director Holdom adjourned the meeting at 8:40 PM.

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Chair, Director Bill Holdom



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /  
STATE OF SUSTAINABILITY PROJECT MEETING  
HELD ON WEDNESDAY, MAY 31, 2006  
IN THE COMMITTEE ROOM**

**Present:**

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Brian Anderson	
Douglas Anderson	
Gordon Buckingham	
Betty Collins	
Ross Peterson	
Adele McKillop	
Sharon Thomson	
Janet Farooq	

**Also in attendance:**

Christina Thomas	Acting Manager, Regional Planning
Pat Maloney	Consultant Planner, EBA Engineering (until 7)
Tara Schmidt	Consultant Planner, EBA Engineering (until 7)
Jason Llewellyn	Manager, Community Planning (from 7 PM)
Norma Stumborg	Planner (from 7 PM)

**Absent:**

Sylvia Neden

**CALL TO ORDER**

Director Holdom called the meeting to order at 5:30 PM.

**MINUTES**

The minutes from the previous meeting (May 17/06) were approved as presented.

**CORRESPONDENCE**

None.

**OLD BUSINESS**

None.

## NEW BUSINESS

### *a) Sustainability Report – Social Capital Section- Technical Advisor Comments*

The RGMAC reviewed and discussed comments on the social capital section of the Sustainability Report from the following technical advisors: Peter Murray (BC Transit), Jeff Ainge (RDN), Lee Mason (Chamber of Commerce), John Anderson (Malaspina University College), Tracy Black (Ministry of Forests and Range [Housing Policy Branch]), Lynne Brown (United Way), Garth Watkins (Shaw Cable), Steve Litke (Fraser Basin Council), Linda Gilkeson (Ministry of Environment), Ted Sheldon (Ministry of Environment), Andrew Tucker (City of Nanaimo), Tom Bennett (independent consultant), Janet and Ghazi Farooq (economists), and Dan Porteus (RDN).

The RGMAC requested that minor adjustments be made to the social capital section of the Sustainability Report to respond to the technical advisors' comments where appropriate, and the consultant committed to making these amendments to the Report.

The RGMAC discussed the length of the Sustainability Report and the number of indicators discussed in it, and decided to include all of the indicators in the Report.

The RGMAC discussed the concept of prioritizing or weighting indicators based on the ability of the RDN to influence the matter and or the need for attention to the matter, and decided that discussion of this topic should be deferred until a complete draft of the Sustainability Report is available for discussion.

The RGMAC requested that additional investigation be conducted regarding the crime indicator to assess whether the data source is appropriate and how technical advisor John Anderson's comments should be incorporated into the report. The consultant stated that this work might be outside the scope of the project budget and committed to preparing a cost estimate for the work.

### *b) Sustainability Checklist for Electoral Area Development Applications.*

J. Llewellyn and N. Stumborg delivered a presentation about their work to develop a 'sustainability checklist' for applications to develop land in the electoral areas of the RDN. N. Stumborg distributed a draft of the 'sustainability checklist' to RGMAC members, and invited questions and comments about it.

RGMAC discussion focused on the following aspects of the 'sustainability checklist':

- How the Ministry of Environment, the Department of Fisheries, the Ministry of Transportation, the development community, and residents should or could be involved in the finalization and implementation of checklist content;
- Whether the title of the checklist, "Sustainable Development Initiative," is appropriate;
- Whether the RDN would be able to secure the sustainable design elements specified by a developer on the checklist;
- The relationship between the items referenced in the checklist and the content of official community plans;
- The ability to use the checklist as an educational tool; and
- The desire for the 'sustainability checklist' concept to be incorporated into work undertaken by other RDN departments.

The RGMAC supported the concept of a 'sustainability checklist' for applications to develop land in the electoral areas of the RDN, suggested that the municipalities in the RDN develop their own 'sustainability checklists' for applications to develop land in their jurisdictions, and suggested that the 'sustainability

checklist' be circulated to all RDN departments for consideration of how the concept could be incorporated into their service areas once it is finalized.

#### **NEXT MEETINGS**

Director Holdom stated that the next three meetings are as follows:

- Wednesday, June 14, 2006, to review the economic section of the Sustainability Report;
- Wednesday, June 28, 2006, to review the groundwater part of the environmental section of the Report; and
- Wednesday, July 5, 2006, to review the remainder of the environmental section of the Report.

#### **ADJOURNMENT**

Director Holdom adjourned the meeting at 7:45PM.

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Chair, Director Bill Holdom

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR  
MEETING HELD ON THURSDAY, MAY 18, 2006**

**Attendance:**

Frank Van Eynde  
Jo-ann Chase

Reg Nosworthy  
Dave Bartram

Eve Flynn  
Chris Burger

**Staff:**

Tom Osborne  
Dan Porteous

Sharon Ney, Recording Secretary

**Presenters:**

Bill Webster (PERC)

**Absent:**

Patty Biro  
Jack Wilson

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**CALL TO ORDER**

1 Chair Van Eynde called the meeting to order at 3:00pm.

**DELEGATIONS**

2 None

**MINUTES**

3 It was noted that a change be made to page 7 in the Recreation Commission Minutes dated April 20, 2006, regarding Recreation Services Master Plan open House dates.

MOVED Commissioner Bartram, SECONDED Commissioner Flynn that the Minutes of the District 69 Recreation Commission Regular Meeting held on April 20, 2006 be approved as amended.

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy that the minutes of the District 69 Recreation Commission Grants Committee held on May 2, 2006 be approved.

## COMMUNICATIONS/CORRESPONDENCE

4 None

## FUNCTION REPORTS

- 5.1 Mr. Porteous reviewed the Function Reports for the Ravensong Aquatic Centre, Oceanside Place and Recreation Coordinating highlighting the following items:
- Commissioner Burger asked about the use of the Whale's tail at Ravensong, noting that it had not been operating on a regular basis. It was stated that the lifeguards will turn the water feature on and off when appropriate. Also, a concern was addressed with respect to confusion for parents about where children are to go on the deck for their lessons. Mr. Porteous will look into both these issues.
  - It was decided through consensus at the annual Ice User's Meeting held on April 19, 2006 that each user group with the exception of minor hockey would be allowed to hold one tournament during the fall/winter season.
  - The ice was taken out of both Howie Meeker arena and The Oceanside Pond for maintenance purposes and dry land use. Next year, the ice will be removed from Victor Kraatz arena.
  - The admission stats for Oceanside Place are down slightly and will continue to be monitored monthly and annually.
  - Melinda Burton has accepted the position of Program Secretary at Ravensong Aquatic Centre. The position of Receptionist/Clerk has now been posted.
  - Colleen Douglas is experiencing difficulty finding leaders for the summer programs. Outdoor leaders are also hard to find this year. Ms. Douglas is working hard on filling these positions. Commissioner Flynn suggested that staff approach the high school PE classes regarding recruitment due to the excellent youth leadership development.
  - The Home Alone program, a new program run in the spring, has been well received and very successful.

- It was noted that there is an access issue regarding public use of the tennis courts, where tennis clubs are involved. Cathy Mackenzie continues to work with the groups to try and resolve these issues.
- The BCRPA held April 27-29 was a well attended symposium. Good sessions with excellent speakers provided helpful information to those attending.
- Allison Hebert and Christina Sharun have joined Jake Belobaba as Summer Parks staff for this summer. They started on May 8, 2006.

Mr. Osborne reviewed the Function Report for Regional Parks and Trails and Community Parks highlighting the following:

- A five year agreement for Horne Lake Regional Park was signed by Richard Varela on May 17, 2006.
- The construction of the Top Bridge Crossing at Englishman River is moving along in the planning stages and will go out to tender late spring for design work. Two jurisdictions will be involved with permits for the bridge as the bridge footings are in Parksville on the south side and in RDN Electoral Area G on the north side. An Archeologist will be on site or on call to monitor the situation with the petroglyphs on the Parksville side.
- Issues have been noted regarding the logging in and around Horne Lake Road. The logging trucks are traveling the road through the early morning, daytime and evening creating disturbances in the area. Timberwest and Island Timberlands will be meeting with RDN staff along with representatives from MoF and MoT to discuss road use issue and discussion on locating alternate haul routes.

MOVED Commissioner Bartram, SECONDED Commissioner Burger, that the Function Reports be received.

CARRIED

#### **BUSINESS ARISING FROM DELEGATIONS**

6. None

#### **BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE**

7. None

**NEW BUSINESS**

- 8.1 Bill Webster from PERC, presented the draft Executive Summary to the Commission on the Recreation Services Master Plan for May 2006. The Commission was comfortable with the suggested timelines recommended by Mr. Webster. It was noted that many of the recommendations of the 1999 Master Plan have been achieved.
- 8.2 The Commission reviewed the District 69 Recreation Grant Committee's recommendations as stated in the minutes of May 2, 2006.

MOVED Commissioner Bartram, SECONDED Commissioner Chasc, that the Regional Board approve the recommendations from the District 69 Recreation Commission Grants Committee for the following Community Recreation Grants:

**Community Recreation Grants**

<b>Community Group</b>	<b>2005 Approved</b>	<b>2006 Requested</b>	<b>2006 Recommended</b>
Arrowsmith Community Enhancement Society	\$3,172	\$533	\$533
Ballenas Secondary School Dry Grad Committee- beautifying legacy	\$1,000	\$2,000	\$1,000
Bard to Broadway Theatre Society- adult program	\$1,215	\$2,500	\$2,000
Deep Bay Celebration	\$1,850	\$2,500	\$2,000
Errington Therapeutic Riding Association	\$1,300	\$10,000	\$1,265
Mid-Island Wildlife Watch Society- Brant Festival	\$1,000	\$2,000	\$1,000
Nicholls Park Revitalization Project		\$5,000	\$1,000
Parksville and District Association for Community Living- Operation Track Shoes	\$2,500	\$1,500	\$1,500
Parksville Grand Pappies- Slo-Pitch		\$2,450	\$2,400
Qualicum Beach Lawn Bowling Club		\$10,000	\$3,100
Ravensong Aquatic Club	\$1,250	\$2,500	\$2,500

Ravensong Masters Swim Club		\$1,933	\$1,900
Vancouver Island Opera (formerly Oceanside Lyric Ensemble)	\$2,200	\$2,500	\$2,500
<b>Total</b>			<b>\$22,698</b>

CARRIED

MOVED Commissioner Flynn, SECONDED Commissioner Nosworthy, that the Regional Board approve the recommendations from the District 69 Recreation Commission Grants Committee for the following Youth Recreation Grants:

**Youth Recreation Grants**

Community Group	2005 Approved	2006 Requested	2006 Recommended
Ballenas Secondary School Dry Grad Committee- dry grad event	\$200	\$1,000	\$1,000
Bard to Broadway Theatre Society- youth program	\$1,250	\$2,500	\$2,500
District 69 Family Resource Association	\$3,678	\$3,600	\$3,600
District 69 Minor Softball		\$410	\$410
Kidfest	\$1,500	\$1,500	\$1,500
Nanoose Bay Parent's Advisory Council	\$1,000	\$1,000	\$1,000
Parksville Royals Baseball		\$4,500	\$4,500
<b>Total</b>			<b>\$14,510</b>

CARRIED

MOVED Commissioner Nosworthy, SECONDED Commissioner Chase that the District 69 Recreation Commission and Regional Board accept and approve the Oceanside Community Arts Councils' late application for a Youth Recreation Grant in the amount of \$750.00.

CARRIED

- 8.3 On May 17, 2006, Mr. Osborne attended the gala dinner at Tourism Vancouver Island's annual conference of which the Power of Partners Award was given to Richard Varela from Island Pacific Adventures, the contractor that operates Horne Lake Regional Park, for a program he developed at Horne Lake Regional Park and Horne Lake Caves Provincial Park in collaboration with the RDN, BC Parks and Tigh-Na-Mara Resort.



MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy that a letter of congratulations be given to Mr. Varela for receiving Tourism Vancouver Island's Power of Partners Award.

#### **COMMISSIONER ROUNDTABLE**

9. Commissioner Chase reported on the clean up of Hawthorne Rise Park. Thirteen people took part in the clean up which took approximately three hours.

A letter regarding improving the amenities at Maple Lane Park went out to residents in San Paniel in the vicinity of the Park. The Area G POSAC May 18, 2006 to discuss the project

Commissioner Nosworthy requested that an Area F POSAC be established. Mr. Osborne stated it will be reviewed in the fall of 2006 pending staffing and project workloads.

Commissioner Bartram and Commissioner Biro, along with the Mapleguard Ratepayers' Association walked through Deep Bay Park. The Maple Guard Ratepayer Association agreed to be part of a stewardship group for this area. Joan Michel, RDN Parks and Trails Coordinator, will provide leadership for this project.

Commissioner Bartram and Commissioner Biro met with the developer of Nile Creek to discuss a possible park.

Commissioner Flynn announced that the School District 69 budget was passed on April 22, 2006. The School District will continue to charge for bussing again for the 2006-2007 school years. The School District approved a five-day calendar change to extend Christmas break by two days and spring break by three days. With the passing of Bill 33, it was noted that this will create a financial burden to SD69, with the rural schools in particular.

#### **COMMISSION INFORMATION**

- 10 Recreation Services Master Plan public open houses will be held on May 24, 2006 at the Qualicum Beach Civic Centre and May 25, 2006, at Oceanside Place. It has been requested that the Commissioners attend a portion of these meetings due to the importance of the process.

#### **NEXT MEETING**

The next meeting will be held, Thursday, June 22, 2006 at Oceanside Place at 3:00pm.

#### **ADJOURNMENT**

MOVED Commissioner Nosworthy, SECONDED Commissioner Bartram, that the meeting be adjourned at 4:35pm.

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Frank Van Eynde