

**REGIONAL DISTRICT OF NANAIMO**

**INAUGURAL BOARD MEETING  
TUESDAY, DECEMBER 12, 2006  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**1. CALL TO ORDER**

The Chief Administrative Officer will call the meeting to order.

5

Notification from the City of Nanaimo, City of Parksville, Town of Qualicum Beach and the District of Lantzville advising of their Council appointments to the Board for the year 2007.

**INAUGURATION OF BOARD MEMBERS**

**ELECTION OF BOARD CHAIRPERSON**

**ELECTION OF DEPUTY CHAIRPERSON**

**2. DELEGATIONS**

6

**Tom & Sandra Reilly**, re Development Permit No. 60449 – Reilly – 1651 Admiral Tryon Boulevard – Area G.

**3. BOARD MINUTES**

7-19

Minutes of the Board meeting held November 28, 2006.

**4. BUSINESS ARISING FROM THE MINUTES**

**5. COMMUNICATIONS/CORRESPONDENCE**

**6. UNFINISHED BUSINESS**

**BYLAWS**

**For Adoption.**

**Bylaw No. 821.06.** (All Directors – One Vote)

That “Errington Fire Protection Local Service Area Amendment Bylaw No. 821.06, 2006” be adopted.

*This is a bylaw to realign the response boundaries for access the property located at 1925 Matterson Road (Area F). This property has been recently identified and cannot be accessed by the Coombs Hilliers Fire Department as quickly as by the Errington Fire Department due to associated land and road network development.*

**Bylaw No. 1022.06.** (All Directors – One Vote)

That “Coombs-Hilliers Fire Protection Local Service Area Amendment Bylaw No. 2033.06, 2006” be adopted.

*This is a bylaw to realign the response boundaries for access the property located at 1925 Matterson Road (Area F). This property has been recently identified and cannot be accessed by the Coombs Hilliers Fire Department as quickly as by the Errington Fire Department due to associated land and road network development.*

**Bylaw No. 1049.05.** (All Directors – One Vote)

That “Nanoose Bay Bulk Water Local Service Area Amendment Bylaw No. 1049.05” be adopted.

*This is a bylaw to amend service area boundaries for the property located at 2399 Higginson Road (Area 'E').*

**Bylaw No. 1255.03.** (All Directors – One Vote)

That “Driftwood Water Service Area Amendment Bylaw No. 1255.03” be adopted.

*This is a bylaw to amend service area boundaries for the property located at 2399 Higginson Road (Area 'E').*

7. **STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**
- 7.1 **ELECTORAL AREA PLANNING STANDING COMMITTEE**
- 7.2 **COMMITTEE OF THE WHOLE STANDING COMMITTEE**
- 7.3 **EXECUTIVE STANDING COMMITTEE**
- 7.4 **COMMISSIONS**

**District 69 Recreation Commission.**

(All Directors – One Vote)

20-35

Minutes from the District 69 Recreation Commission meeting held November 23, 2006. (for information)

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

1. *That the Regional District apply for the Canada/BC Municipal Rural Infrastructure Fund for the expansion of Ravensong Aquatic Centre to include additional pool space, leisure pool space and associated amenities as a first priority and the wellness centre as a second priority, and to amend the 2007-2012 Five Year Financial Plans accordingly.*
2. *That the District 69 Recreation Commission supports the 2007 Provisional Budget and Financial Plan for the Ravensong Aquatic Centre as presented with the amendment to accommodate the Ravensong Aquatic Centre Wellness Centre and expansion project.*

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

1. *That the District 69 Recreation Commission supports the 2007 Provisional Budget and Financial Plan for Oceanside Place as presented.*
2. *That the District 69 Recreation Commission supports the 2007 Provisional Budget and Financial Plan for District 69 Recreation Coordinating as presented, with the amendment to accommodate the \$10,000 to provide conceptual drawings for a track and field facility for the District.*

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

### **Regional Parks and Trails Advisory Committee.**

(All Directors – One Vote)

36-43 Minutes of the Regional Parks and Trails Advisory Committee meeting held December 5, 2006. (for information)

*That the Regional District investigate the development of a Regional Parks DCC bylaw to be included in the 2007 work plan.*

(All Directors – One Vote)

*That the Regional Parks and Trail Advisory Committee supports the 2007 Provisional Budget and the Five Year Financial Plan for Regional Parks as presented.*

### **Electoral Area 'A' Recreation and Culture Services Master Plan Project Advisory Committee. (All Directors – One Vote)**

44-45 Minutes of the Electoral Area 'A' Recreation and Culture Services Master Plan Project Advisory Committee meeting held November 20, 2006. (for information)

**8. ADMINISTRATOR'S REPORTS**

- 46-57 Proposed Amendment to Development Permit No. 60449 – Reilly – 1651 Admiral Tryon Boulevard – Area G. (Electoral Area Directors except EA 'B' – One Vote)
- 58-64 Review of Park Land Dedication in Conjunction with the Subdivision Application Process – Policy C1.5. (Electoral Area Directors except EA 'B' – One Vote)
- 65-68 Gabriola Island Parks and Open Space Advisory Committee – Terms of Reference. (All Directors – One Vote)
- 69-70 Landfill Refuse Compactor Tender Award. (All Directors – Weighted Vote)
- 71-72 French Creek Pollution Control Centre Headworks Upgrade. (Parkville, Qualicum Beach, EA's 'E', 'F', 'G' & 'H' – Weighted Vote)
- 73-74 Supervisory Control and Data Acquisition Infrastructure Planning Study Grant Application. (All Directors – One Vote)
- 75-76 Nanaimo Airport Service Bylaws No. 1505 and 1506. (All Directors – One Vote)
- 77-79 2006 Departmental Accomplishments. (All Directors – One Vote)

**8.1 BUDGET PRESENTATION**

2007 Regional District Provisional Budget. (To be circulated) (All Directors – Weighted Vote)

**9. ADDENDUM**

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

**11. NEW BUSINESS**

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

**13. ADJOURNMENT**

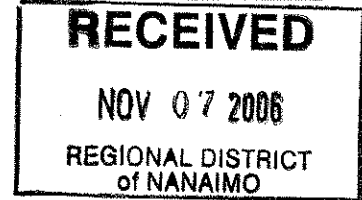
**14. IN CAMERA**

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



# CITY OF NANAIMO

VANCOUVER ISLAND • BRITISH COLUMBIA



2006-NOV-06

Via Fax: (250-390-4163)

Ms. Maureen Pearse, Senior Manager of Corporate Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

**Re: Regional District of Nanaimo Board Appointments**

This is to re-confirm that Council appointed the following six members of City Council (and their alternates) to sit as Directors on the Regional District Board for the 2007 term:

Regional Directors

Mayor Gary Korpan	(Alternate) Councillor Joy Cameron
Councillor Jeet Manhas	(Alternate) Councillor Joy Cameron
Councillor Larry McNabb	(Alternate) Councillor Loyd Sherry
Councillor Diane Brennan	(Alternate) Councillor Loyd Sherry
Councillor Bill Holdom	(Alternate) Councillor Merv Unger
Councillor Bill Bestwick	(Alternate) Councillor Merv Unger

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

Regards,

K. L. Burley, Manager  
LEGISLATIVE SERVICES

kf

cc Mayor & Council  
G. D. Berry, City Manager  
A. C. Kenning, Deputy City Manager  
A. W. Laidlaw, General Manager of Community Services  
D. W. Holmes, General Manager of Corporate Services  
B. N. Mehaffey, General Manager of Development Services

## Pearse, Maureen

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**From:** smreilly@ucalgary.ca  
**Sent:** December 4, 2006 11:35 AM  
**To:** Pearse, Maureen  
**Subject:** Presentation at next Board Meeting, Tuesday, Dec. 12, 2006

Dear Maureen,

As you requested, please schedule my husband and me [Thomas and Sandra Reilly] as speakers re: revisions to our development permit [your file: # 3060-30-60449]. We intend to make a brief presentation and then answer any questions that the Board wants to ask.

Regards,  
Tom and Sandra Reilly  
1651 Admiral Tryon Blvd.

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD**  
**OF THE REGIONAL DISTRICT OF NANAIMO HELD ON**  
**TUESDAY, NOVEMBER 28, 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
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director D. Brennan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Manhas	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr. of Corporate Administration
T. Osborne	Gen. Mgr. of Recreation & Parks
J. Finnie	Gen. Mgr. of Environmental Services
P. Thorkelsson	Gen. Mgr. of Development Services
N. Avery	Gen. Mgr. of Finance & Information Services
D. Trudeau	Gen. Mgr. of Transportation Services
N. Tonn	Recording Secretary

**DELEGATIONS**

**Ron Tansichuk, Nanaimo Area Land Trust, re Request for Operational Funding.**

Mr. Tansichuk presented a short film on Mount Benson, summarized a number of projects which are ongoing, provided the Board with additional written information on the Nanaimo Area Land Trust and requested a grant of \$30,000 for 2007 operations on behalf of NALT.

**Chuck & Linda Addison, re Zoning Amendment Application No. AA0604 – Addison – Myles Lake Road – Area C.**

Mr. and Mrs. Addison withdrew their request to speak regarding Zoning Amendment Application No. AA0604.

**Tom Brown & Ingrid Sims, re Development Permit Application No. 60652 – Luksay – Viking Way – Area G.**

Mr. Brown reviewed his concerns regarding Development Permit Application No. 60652, and noted that he would be prepared to withdraw his objection if the applicant could provide written confirmation that the surveyor's stakes located on the property portrayed the dwelling's skeleton. Mr. Brown also noted that Mr. Pallot's objections would also be withdrawn.

**LATE DELEGATIONS**

MOVED Director Bartram, SECONDED Director Holme, that the following late delegations be permitted to address the Board.

CARRIED

**John Larson, re Development Permit Application No. 60652 – Luksay – Viking Way – Area G.**

Mr. Larson, CA Design, noted that he will provide a letter from a land surveyor to the Regional District and Mr. Brown, which confirms the stakes placed on the Luksay property are an actual outline of the dwelling unit. Mr. Larson also provided additional background regarding the application for the Board's information.

**Roger Marshall, re Development Variance Permit Application No. 90624 – Dailly – 1315 Marina Way – Area E.**

Mr. Marshall raised his concerns regarding the height and overall size of the proposed garage and its possible restrictions on the present view allowed to neighbours living across from the property.

**Douglas Brown, re Development Variance Permit Application No. 90624 – Dailly – 1315 Marina Way – Area E.**

Mr. Brown reiterated the concerns of the previous delegation asked if the proposed garage could be placed elsewhere on the property so as not to impact neighbours' views or property values.

**BOARD MINUTES**

MOVED Director Westbroek, SECONDED Director Manhas, that the minutes of the regular Board meeting held October 31, 2006 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Ernest Pallot, re Development Permit Application No. 60652 – Luksay – Viking Way – Area G.**

MOVED Director Westbroek SECONDED Director Holdom, that the correspondence from Ernest Pallot regarding Development Permit Application No. 60652 be received.

CARRIED

**Clifford & Joan Paton, re Development Permit Application No. 60652 – Luksay – Viking Way – Area G.**

MOVED Director Westbroek, SECONDED Director Holdom, that the correspondence from Clifford and Joan Paton regarding Development Permit Application No. 60652 be received.

CARRIED



**Douglas Brown & Barbara Costye, re Development Variance Permit Application No. 90624 – Dailly – 1315 Marina Way – Area E.**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from Douglas Brown and Barbara Costye regarding Development Variance Permit Application No. 90624 be received.  
CARRIED

**Elaine Hamilton, re Resignation from the City of Nanaimo Parks, Recreation & Cultural Commission.**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from Elaine Hamilton regarding her resignation from the City of Nanaimo Parks, Recreation and Cultural Commission be received.  
CARRIED

**R.D. & A.M. Robinson, re Development Permit Application No. 60652 – Luksay – Viking Way – Area G.**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from R.D. and A.M. Robinson regarding Development Permit Application No. 60652 be received.  
CARRIED

**Cliff & Joan Paton, re Development Permit Application No. 60652 – Luksay – Viking Way – Area G. (second communication)**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from Cliff and Joan Paton regarding Development Permit Application No. 60652 be received.  
CARRIED

**M.E. Ann Patterson, re Development Variance Permit Application No. 90624 – Dailly – 1315 Marina Way – Area E.**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from M.E. Ann Patterson regarding Development Variance Permit Application No. 90624 be received.  
CARRIED

**Robert Henry, re Development Variance Permit Application No. 90624 – Dailly – 1315 Marina Way – Area E.**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from Robert Henry regarding Development Variance Permit Application No. 90624 be received.  
CARRIED

**R.G. Urquhart, re Development Variance Permit Application No. 90624 – Dailly – 1315 Marina Way – Area E.**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from R.G. Urquhart regarding Development Variance Permit Application No. 90624 be received.  
CARRIED

**Lorraine Curran, re Development Variance Permit Application No. 90624 – Dailly – 1315 Marina Way – Area E.**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from Lorraine Curran regarding Development Variance Permit Application No. 90624 be received.

CARRIED

**Jeanette & Randy Grais, re Development Variance Permit Application No. 90625 – Malo – 2620 South Forks Road – Area C.**

MOVED Director Westbrook, SECONDED Director Holdom, that the correspondence from Jeanette and Randy Grais regarding Development Variance Permit Application No. 90625 be received.

CARRIED

**UNFINISHED BUSINESS**

**BYLAWS**

**For Adoption.**

**Bylaw No. 791.15.**

MOVED Director Holme, SECONDED Director Brennan, that “Rural Streetlighting Local Service Area Amendment Bylaw No. 791.15, 2006” be adopted.

CARRIED

**Bylaw No. 975.44.**

MOVED Director Haime, SECONDED Director Herle, that “Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.44, 2006” be adopted.

CARRIED

**Bylaw No. 975.45.**

MOVED Director Bartram, SECONDED Director Young, that “Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.45, 2006” be adopted.

CARRIED

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

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the Electoral Area Planning Committee meeting held November 14, 2006 be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Ross Peterson, re Development on the Nanoose Estuary at 2991 Northwest Bay Road.**

MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Ross Peterson regarding the development of a bed and breakfast structure on the Nanoose Estuary at 2991 Northwest Bay Road be received for information.

CARRIED

**PLANNING**

**AMENDMENT APPLICATIONS**

**Zoning Amendment Application No. AA0604 – Addison – Myles Lake Road – Area C.**

MOVED Director Young, SECONDED Director Burnett, that Amendment Application No. AA0604 be held in abeyance pending the development of an amendment application review process establishing criteria for reviewing proposed OCP/Zoning amendment applications involving RGS 'fine tuning' amendments.

CARRIED

**DEVELOPMENT PERMIT APPLICATIONS**

**Development Permit Application No. 60647 – Mardaga and Giroux – Myles Lake Road – Area C.**

MOVED Director Holme, SECONDED Director Bartram, that Development Permit Application No. 60647 to facilitate construction of a dwelling unit and accessory building, for the parcel legally described as Lot 22, District Lot 78, Nanoose District, Plan 28595, be approved according to the conditions outlined in Schedules No. 1, 2 and 3.

CARRIED

**Development Permit Application No. 60652 – Luksay – Viking Way – Area G.**

Mr. Richard Deane congratulated Mr. Larson on the dwelling design but raised his concerns with the property.

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. 60652, to vary the minimum front lot line setback requirements of the Residential 5 (RS5) zone from 8.0 metres to 5.48 metres to permit the construction of a dwelling unit on Lot 23, District Lot 28, Nanoose District, Plan VIP76143 located on Viking Way, be approved subject to the terms outlined in Schedule No. 1 and to the notification procedure pursuant to the *Local Government Act*.

CARRIED

**DEVELOPMENT VARIANCE PERMIT**

**Development Variance Permit Application No. 90622 – Peck – 2135 Sherritt Drive – Area E.**

MOVED Director Holme, SECONDED Director Bartram, that Development Variance Permit Application No. 90622, submitted to vary the minimum setback and maximum height requirements, as set out on Schedule No. 4, to allow the construction of an addition and modification to an existing single dwelling unit and accessory building on Lot A, District Lot 37, Nanoose District, Plan 46562, be approved subject to the conditions contained in Schedules No. 1, 2 and 3 and to the notification procedure pursuant to the *Local Government Act*.

CARRIED

**Development Variance Permit Application No. 90624 – Dailly – 1315 Marina Way – Area E.**

Mr. Dailly provided the Board with additional information with respect to his development variance permit application.

MOVED Director Holme, SECONDED Director Bartram, that Development Variance Permit Application No. 90624, to relax the minimum setback and maximum height requirements, as set out on Schedule No. 1, to accommodate the construction of an accessory building for the property legally described as Lot 32, Block A, District Lot 38, Nanoose District, Plan 10777, be approved subject to the conditions contained in Schedules No. 1, 2 and 3 and to the notification procedure pursuant to the *Local Government Act*.

CARRIED

**Development Variance Permit Application No. 90625 – Malo – 2620 South Forks Road – Area C.**

MOVED Director Young, SECONDED Director Bartram, that Development Variance Permit Application No. 90625 be approved according to the terms in Schedule No. 1 and subject to the notification procedure pursuant to the *Local Government Act*.

**OTHER**

**Request for Acceptance of Parkland and Relaxation of the Minimum 10% Perimeter Frontage Requirement – JE Anderson & Associates, BCLS, on behalf of 504351 BC Ltd. (Camelot Homes) – Ballenas and Wall Beach Roads – Area E.**

MOVED Director Holme, SECONDED Director Bartram, that the request for relaxation of the minimum 10% perimeter frontage requirement, submitted by JE Anderson, BCLS, on behalf of 504351 BC Ltd. (Camelot Homes), in conjunction with the subdivision on the parcel legally described as Lot 1, District Lot 72, Nanoose District, Plan 4058 Except Those Parts in Plans 15430, 17630 and 17681 and located adjacent to Ballenas and Wall Beach Roads, be approved.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the applicant provide 5% cash in lieu of park land.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director Brennan, SECONDED Director Holdom, that the minutes of the Committee of the Whole meeting held November 14, 2006 be received for information.

CARRIED

***CORPORATE ADMINISTRATION SERVICES***

**ADMINISTRATION**

**Procedure Bylaw No. 1512.**

MOVED Director Westbrook, SECONDED Director Biggemann, that “Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, “Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006” be adopted.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**Northern Community Sewer LSA Capital Charge Amendment Bylaw No. 1331.02.**

MOVED Director Westbrook, SECONDED Director Herle, that "Northern Community Sewer Local Service Area Capital Charge Amendment Bylaw No. 1331.02, 2006" be introduced for first three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Herle, that "Northern Community Sewer Local Service Area Capital Charge Amendment Bylaw No. 1331.02, 2006" having received three readings be adopted.

CARRIED

**French Creek Sewer LSA Amendment Bylaw No. 813.38 and Northern Community Sewer LSA Amendment Bylaw No. 889.43.**

MOVED Director Westbrook, SECONDED Director McNabb, that "French Creek Sewer Local Service Area Amendment Bylaw No. 813.38, 2006" be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that "Northern Community Sewer Local Service Area Amendment Bylaw No. 889.43, 2006" be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

**Operating Results to September 30, 2006.**

MOVED Director Westbrook, SECONDED Director Manhas, that the summary report of financial results from operations to September 30, 2006 be received for information.

CARRIED

**Financial Plan Review Schedule.**

MOVED Director Westbrook, SECONDED Director Manhas, that the proposed budget and financial plan review schedule be received for information.

CARRIED

**FIRE DEPARTMENTS**

**Renewal of Fire Protection Service Agreement – Dashwood Volunteer Fire Department.**

MOVED Director Bartram, SECONDED Director Westbrook, that the fire services agreement with the Dashwood Volunteer Fire Department be renewed for a five-year term from January 1, 2007 to December 31, 2011 and that the agreement provide for up to four additional five-year renewal periods.

CARRIED

**Waterloo/Yellowpoint Fire Protection Service Options.**

MOVED Director Burnett, SECONDED Director Young, that staff be directed to enter into consultations on either of the options of a service agreement or a boundary extension with the North Cedar Improvement District and advise the Cowichan Valley Regional District that the Regional District of Nanaimo expects to seek an amendment to its contract in 2007.

CARRIED

**Meadowood Fire Protection Service Establishing Bylaw No. 1509, Meadowood Fire Protection Service Loan Authorization Bylaw No. 1510 and Dashwood Fire Protection Service Capital Charge Bylaw No. 1511.**

MOVED Director Biggemann, SECONDED Director McNabb, that "Meadowood Fire Protection Service Establishing Bylaw No. 1509, 2006" be introduced for first three readings.

CARRIED

MOVED Director Biggemann, SECONDED Director Holdom, that "Meadowood Fire Protection Service Loan Authorization Bylaw No. 1510, 2006" be introduced for first three readings.

CARRIED

MOVED Director Biggemann, SECONDED Director McNabb, that "Dashwood Fire Protection Service Capital Charge Bylaw No. 1511, 2006" be introduced for first three readings.

CARRIED

**Electoral Area 'F' Community Parkland Rededication Bylaw No. 1508.**

MOVED Director Biggemann, SECONDED Director Bartram, that "Electoral Area 'F' Community Parkland Re-dedication Bylaw No. 1508, 2006" be introduced for first three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Biggemann, SECONDED Director Bartram, that the "Electoral Response Form" attached to this report be approved for the purposes of seeking elector approval.

CARRIED

***DEVELOPMENT SERVICES***

**REGIONAL PLANNING**

**State of Sustainability Report.**

The General Manager of Development Services provided an overview of the State of Sustainability report including its formation, the report process, the selection of sustainable characteristics and indicators, the collection of data, the draft report and the next steps.

MOVED Director Holdom, SECONDED Director Bartram, that the sustainability report, "Prospering Today, Protecting Tomorrow: The State of Sustainability of the Regional District of Nanaimo", be received.

CARRIED

MOVED Director Holdom, SECONDED Director Bartram, that staff be directed to prepare a summary of the State of Sustainability report and distribute it to all RDN residents.

CARRIED

***ENVIRONMENTAL SERVICES***

**LIQUID WASTE**

**Greater Nanaimo Pollution Control Centre Gravity Thickeners Project – Tender Award.**

MOVED Director McNabb, SECONDED Director Bestwick, that the revised budget and funding sources, development cost charge reserves, surplus bylaw funds and general reserves be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Brennan, that the Regional District award the supply contract to WesTech Engineering Inc. to provide sludge collector mechanisms and aluminum covers for the tendered price of \$228,517.

CARRIED

**UTILITIES**

**Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.01.**

MOVED Director Holme, SECONDED Director Herle, that “Barclay Crescent Sewer Rates and Regulation Amendment Bylaw No. 1472.01, 2006” be introduced for first three readings.

CARRIED

MOVED Director Holme, SECONDED Director Herle, that “Barclay Crescent Sewer Rates and Regulation Amendment Bylaw No. 1472.01, 2006” having received three readings be adopted.

CARRIED

**Request for Reduction in Water Use Billing – Englishman River Water Service Area.**

MOVED Director Holme, SECONDED Director McNabb, that the Board deny the request by the owners of 2005 Kaye Road in the Englishman River Water Service Area (account #0123557) for a reduction in their summer 2006 water utility invoice from \$6,671.05 to \$2,000.00.

CARRIED

**French Creek Sewer LSA Amendment Bylaw No. 813.39 and Northern Community Sewer LSA Amendment Bylaw No. 889.44.**

MOVED Director Holme, SECONDED Director Bestwick, that “French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.39, 2006” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Manhas, that “Northern Community Local Sewer Service Area Amendment Bylaw No. 889.44, 2006” be introduced, read three times and forwarded to the Inspector of Municipalities for approval

CARRIED

***RECREATION AND PARKS SERVICES***

**Community Parks Amendment Bylaws.**

MOVED Director Sperling, SECONDED Director Herle, that “Electoral Area ‘B’ Community Parks Local Service Amendment Bylaw No. 799.07, 2006” be introduced for three readings and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Sperling, SECONDED Director Herle, that "Electoral Area 'C' (defined Area 'C') Community Parks Local Service Amendment Bylaw No. 801.06, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Sperling, SECONDED Director Herle, that "Electoral Area 'C' (defined Area 'D') Community Parks Local Service Amendment Bylaw No. 802.04, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Sperling, SECONDED Director Herle, that "Electoral Area 'E' Community Parks Local Service Amendment Bylaw No. 803.04, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Sperling, SECONDED Director Herle, that "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.04, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Sperling, SECONDED Director Herle, that "Electoral Area 'G' Community Parks Local Service Amendment Bylaw No. 805.05, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Sperling, SECONDED Director Herle, that "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.05, 2006" be introduced for three readings and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Sperling, SECONDED Director Herle, that the introduction of "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.06, 2006" be deferred pending the outcome of the Area 'A' Master Plan review.

CARRIED

**Nanoose Place Lease Agreement Renewal.**

MOVED Director Holme, SECONDED Director McNabb, that the Board approve the lease agreement between the Nanoose Bay Activities and Recreation Society and the Regional District of Nanaimo for the property legally described as Lot 2, District Lot 6, Nanoose District, Plan 50996 for a five year term expiring on December 31, 2011.

CARRIED

**Electoral Area 'F' Parks and Open Space Advisory Committee Terms of Reference.**

MOVED Director Biggemann, SECONDED Director Burnett, that the Terms of Reference for the Electoral Area 'F' Parks and Open Space Advisory Committee be approved.

CARRIED



**UBCM Community Tourism Program.**

MOVED Director Holdom, SECONDED Director Biggemann, that the application for the Community Tourism Grant be approved to develop, promote and increase tourism related activities in the electoral areas and the Terms and Conditions of the program be accepted.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Area 'A' Parks and Green Spaces Advisory Committee.**

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Parks and Green Spaces Advisory Committee meeting held September 21, 2006 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Morden Colliery Trail Subcommittee be renamed to the Area 'A' Trail Subcommittee which will be chaired by J. Materi and co-chaired by K. Wilson.

CARRIED

**Electoral Area 'A' Recreation and Culture Service Master Plan Project Committee.**

MOVED Director Burnett, SECONDED Director McNabb, that the minutes of the Electoral Area 'A' Recreation and Culture Services Master Plan Project Committee meeting held October 30, 2006 be received for information.

CARRIED

**East Wellington – Pleasant Valley Parks and Open Space Advisory Committee.**

MOVED Director Young, SECONDED Director Brennan, that the minutes of the East Wellington – Pleasant Valley Parks and Open Space Advisory Committee meeting held September 25, 2006 be received for information.

CARRIED

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

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 2, 2006 be received for information.

CARRIED

**District 69 Recreation Commission.**

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the District 69 Recreation Commission meeting held October 19, 2006 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that the following District 69 Recreation Grants be approved:

**Community Recreation Grants:**

Arbutus Jumpers Society	\$	2,000
Eagle Park Health Care Facility Auxiliary	\$	2,000
District 69 Family Resource Association	\$	2,381
Nanoose Place Landscaping Project	\$	3,000
Oceanside Ebbitide Slo-Pitch	\$	1,100

**Youth Recreation Grants:**

Oceanside Track and Field Club (cage)	\$	2,860
Oceanside Track and Field Club (track)	\$	1,500
District 69 Family Resource Association	\$	3,600
		CARRIED

MOVED Director Bartram, SECONDED Director Biggemann, that staff review the Fall/Winter 2006/2007 Active Living Guide with a view to providing recreation services in Electoral Areas 'F' and 'H'.

CARRIED

**Drinking Water Watershed Protection Stewardship Committee.**

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the Drinking Water Watershed Protection Stewardship Committee meeting held October 4, 2006 be received for information.

CARRIED

**ADMINISTRATOR'S REPORTS**

**New Year's Eve Transit Service.**

MOVED Director McNabb, SECONDED Director Herle, that staff be directed to implement New Year's Eve Service at the current fare structure.

MOVED Director Holdom, SECONDED Director Brennan, that the motion be amended to replace the words "the current fare structure" with the words "a reduced fare of \$1.00".

DEFEATED

The question was called on the main motion.

The motion CARRIED.

**District of Lantzville Development Services Contract Agreements.**

MOVED Director Haime, SECONDED Director Holdom, that the 2007 Service Agreements between the Regional District of Nanaimo and the District of Lantzville for Mapping, Animal Control, Building Inspection, Bylaw Enforcement, House Numbering, Noise Regulations, Nuisance Control and Unsightly Premises services be approved.

CARRIED

**Top Bridge Construction Tender.**

MOVED Director Herle, SECONDED Director Biggemann, that the Regional District of Nanaimo award the Top Bridge Crossing construction project to Robinson Contracting Ltd. for the tendered amount of \$380,291.00.

CARRIED

MOVED Director Herle, SECONDED Director Biggemann, that the Regional District of Nanaimo accept the Ministry of Transportation's Permit to Construct the Top Bridge Crossing.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Nanaimo Area Land Trust – Request for Operational Funding.**

MOVED Director Holme, SECONDED Director Bartram, that the Nanaimo Area Land Trust's request for operational funding be referred to the Regional Parks Committee.

CARRIED

**Elaine Hamilton Resignation.**

MOVED Director Westbrook, SECONDED Director McNabb, that a letter and token of appreciation be sent to Elaine Hamilton for her many years of contribution to the Regional District of Nanaimo.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:20 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, NOVEMBER 23, 2006

**Attendance:-**

Frank Van Eynde  
Patty Biro  
Lou Biggemann

Jo-ann Chase  
Jack Wilson

Reg Nosworthy  
Eve Flynn

**Staff:**

Carol Mason  
Tom Osborne

Dan Porteous

Marilynn Newsted  
Recording Secretary

**Regrets:**

Dave Bartram

**Absent:**

Chris Burger

**Also in Attendance:**

Joe Stanhope

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**CALL TO ORDER**

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

**MINUTES**

- 3.1 MOVED Commissioner Flynn, SECONDED Commissioner Biro, that the Minutes of the District 69 Recreation Commission Regular Meeting held on October 19, 2006, be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

- 4 MOVED Commissioner Flynn, SECONDED Commissioner Nosworthy, that the correspondence from Parksville Curling Club, G. Jackson re: Liquor Application and Oceanside Tourism Association, B. Sepos re: Third Quarter Progress Report, be received.

CARRIED

**FUNCTION REPORTS**

- 5.1 Mr. Porteous reviewed the Function Reports for the Ravensong Aquatic Centre, Oceanside Place and Recreation Coordinating, highlighting the following:

- The Passport Book, a marketing initiative in conjunction with OTA, will be available in December and will cover the April 27 to May 18, 2007, time frame. The campaign will

focus on the shoulder seasons and has targeted Ravensong Aquatic Centre as one of the key tourist attractions in Oceanside.

- As a result of hiring a new staff person who has Aquafit certification along with one other staff person who is also certified, the Aquatic Programmer is no longer required to instruct Aquafit classes.
- The Aquatic Programmer has been recertified as a First Aid Instructor Trainer and is providing in-house training to all aquatic staff due to changes in the new first aid and CPR protocols.
- The second annual Spa Night was held November 6, 2006. The event was very well received by the public who enjoyed the approximately 15 demonstrations on a variety of health and wellness services.
- The railings for the barbecue area are up and now waiting for the arrival of the glass. Staff anticipate having the barbecue area available for booking events by spring.
- Staff once again have noticed an increase in the number of youth hanging around outside the facility on Friday nights during Teen Swim. Jennifer Browett, the Youth Programmer, has been notified and she will be making contact with the teens to discuss their needs and any issues they may have. The RCMP have also been notified and have agreed to include the pool during their evening rounds as possible.
- KSS High School has been renting the facility on Monday and Wednesday morning to practice for the regional and provincial school swim championship. Swimmers were successful at the regional level in October and they will also attend the Provincials in November.

Commissioner Biro requested staff liaise with KSS Portfolio Days with regard to the training of students in the new first aid and CPR protocols.

Commissioner Van Eynde suggested staff contact the Qualicum Beach Community Policing Office to request regular COP patrols around the aquatic centre.

- Mike Chestnut, Arena Supervisor, is working with Oceanside Tourism to promote the Oceanside Place facility as an applicable site for hosting large events, trade shows and conferences.
- Program revenues for the arena will exceed expectations for 2006.
- The break down of the water recirculation pump, hot water boiler and the Zamboni, coupled with numerous repairs due to vandalism have created some unexpected over expenditures on the operation side of the budget for the arena.
- The Arena Supervisor met with Generals Junior B representatives to discuss the increasing incident of vandalism happening on game nights. To help alleviate problems, the gate for the games will be set up outside the facility, therefore only game fans will be

allowed inside the facility. The RCMP will be called to deal with any problems which may occur outside of the facility.

- Arena Programmer, Colleen Douglas, along with other community groups has been successful in obtaining a significant grant to assist with programming floor hockey and ice hockey in the District.
- Staff are preparing to purchase e-Connect by mid December for the on-line registration system to be implemented for fall of 2007.
- Jennifer Browett has been reviewing past youth programs and exploring new initiatives to help bolster registration numbers for the Leaders in Training Program.
- Rob Brownlee has been hired as a temporary part-time Recreation Programmer focusing on adult programming.
- Summer stats for summer 2006 show increased revenues and participant numbers. The increase is partly due to the increase of one day drop-in programs being offered.
- Field closures during the summer, due to the amount of rain, continue to be a concern for the user groups.
- Chrissie Finnie will be the programmer involved in the Active Communities initiative.

Tom Osborne reviewed the Regional Parks and Trail and Community Parks (EA 'E' – 'H') highlighting the following:

- The Terms of Reference for Area POSAC's has gone to the Committee of the Whole for approval. Once approved the seventh and final POSAC committee will be implemented in Area 'F', with the advertisements to go out early in the New Year and the first meeting to take place in March.
- The tender for the Top Bridge Crossing closed on Wednesday. Two bids came in under the budget amount. The recommendation will be going to the Board for approval. It is anticipated the crossing should be in place by March 2007.

MOVED Commissioner Biggemann, SECONDED Commissioner Wilson, that the Function Reports be received.

CARRIED.

## **NEW BUSINESS**

Mr. Osborne reviewed key organizational changes that have been implemented in the Recreation and Parks Department. Two new managerial positions had been established earlier in the year including the Manager of Parks Services and filled by Wendy Marshall and the Manager of Recreation Services, filled by Dan Porteous. While exploring the need to fill the vacated Supervisor position vacated by Dan Porteous, a new organizational structure was also implemented to include two other exempt positions, a Superintendent of Recreation Programs and a Superintendent of Recreation Facilities. The previous three unionized Supervisory positions will no longer be required and a broader scope encompassed in the two new exempt positions will be

implemented early in the New Year. Both current Supervisors have been notified of the changes and each will be considering new opportunities within the Regional District.

#### 8.1 Ravensong Aquatic Centre Facility Expansion – Grant Request Applications

Mr. Osborne reviewed the Ravensong Aquatic Centre Wellness Centre Report, noting the report stems from Commission resolutions of one year ago. The resolutions requested the RDN apply for funding from the Province of BC Olympic/Paralympic Live Sites Program for the Ravensong Aquatic Centre Wellness Centre addition. And that \$10,000 in funding be allocated in the Regional District of Nanaimo's five year financial plan for 2006 to provide conceptual designs and drawings and for cost estimates for the Wellness Centre addition at the Ravensong Aquatic Centre. In addition, the Recreation Services Master Plan was implemented which recommended additional pool space be provided and that the space be provided at the Ravensong Aquatic Centre.

Working with CJP Architects, based on preliminary concept drawing it was determined that it would cost approximately 1.9 million dollars to construct Phase 1 in 2007, to provide a wellness centre and an additional \$250,000 in equipment costs. Assuming construction inflation over the course of 2008 and 2009, the project is now estimated to cost in the range of \$3.1 million dollars.

CJP also provided at a less detailed level 2007 construction costs to expand the facility to include additional pool space, Phase 2, originally estimated at 3.7 million dollars. Permits, tendering, project management and inflation are estimated to be in the magnitude of 5.7 million dollars.

The approximate costs to construct Phase 1 (wellness centre) and Phase 2 (additional pool space) would be in the order of 8.8 million dollars.

On October 12, 2006, the Union of BC Municipalities (UBCM) announced the release of the Canada – BC Municipal Rural Infrastructure Fund of which expansions and renovations to existing recreation facilities are included. Under this program two-thirds of the project costs, up to a maximum of 2 million dollars, would be funded by the grant program and the remaining one-third or greater amount is to be paid for by the local government.

Commissioner Biro expressed concern that a grant application for application for a track and field facility in the District had not been prepared rather than an application a Wellness Centre and pool expansion. Mr. Osborne noted that the Master Plan identified and supported the need for an expansion of the Ravensong Aquatic Centre and that applications for funding through the Canada / BC Municipal Rural Infrastructure Fund must be submitted by January 31, 2007. With the deadline so close it would be impossible to prepare an application for a track and field facility before the deadline.

Mr. Osborne stated both he and Mr. Porteous would meet with School District 69 officials to discuss common ground with regard to a track and field facility. However, the project would need to be added to the 2007 work plan and the budget adjusted to reflect the same.

Commissioner Chase requested staff prepare information required for the construction of a track and field facility in the District, so the information is at the ready should the possibility of grant become available.

MOVED Commissioner Wilson, SECONDED Commissioner Flynn, that the Regional District apply for the Canada / BC Municipal Rural Infrastructure Fund for the expansion of Ravensong Aquatic Centre to include additional pool space, leisure pool space and associated amenities as a first priority and the wellness centre as a second priority, and to amend the 2007-2012 Five Year Financial Plans accordingly.

CARRIED

- 8.3 Mr. Porteous presented the 2007 Provisional Budget and Financial Plan for the Ravensong Aquatic Centre.

MOVED Commissioner Wilson, SECONDED Commissioner Biro, that the District 69 Recreation Commission supports the 2007 Provisional Budget and Financial Plan for the Ravensong Aquatic Centre as presented with the amendment to accommodate the Ravensong Aquatic Centre Wellness Centre and expansion project.

CARRIED

Mr. Porteous presented the 2007 Provisional Budget and Financial Plan for Oceanside Place.

MOVED Commissioner Flynn, SECONDED Commission Chase, that the District 69 Recreation Commission supports the 2007 Provisional Budget and Financial Plan for Oceanside Place as presented.

CARRIED

Mr. Porteous presented the 2007 Provisional Budget and Financial Plan for District 69 Recreation Coordinating Function.

MOVED Commissioner Biro, SECONDED Commissioner Flynn, that the District 69 Recreation Commission supports the 2007 Provisional Budget and Financial Plan for District 69 Recreation Coordinating as presented, with the amendment to accommodate the \$10,000 to provide conceptual drawings for a track and field facility for the District.

CARRIED

- 9 Commissioner Biro reported that both the chair of the Lighthouse Recreation Commission and EA Area 'H' POSAC had resigned. In the interim Commissioner Biro has assumed the position for the Recreation Commission and Commissioner Bartram the position for POSAC. A grant was received to cover the cost for a New Comers Night to be held February 7, for all new to the area and long time residents to meet and greet one another. Some of the new programming being offered in the area include a Drum Class for Children, Seniors CPR, First Aid, Fly Fishing and Tying and Trail Walks and Work Parties. The Commissioner invited members to the Polar Bear Swim to be held January 1, 2007, at Sunny Beach and to enjoy the oysters and hot chocolate being served.

Commissioner Flynn reported District schools will be closed December 19 to January 8, 2007, for the Christmas break. To date the Board has no update on the school fee issue. The only course



affected so far has been the band program and the band instruments. There have been no changes to field trips as of this time.

Commissioner Biggemann reported the Errington Volunteer Fire Department were the recipients of the 2006 UBCM Community Excellence Award for their Superior Tanker Shuttle Rating. As a result of the rating, residents of Errington have received a considerable reduction in their insurance rates.

Commissioner Chase reported a good turn out for the Area 'G' POSAC meeting to discuss the Cortez Road allowance issue.

Commissioner Nosworthy reported the French Creek School had received Community School designation. One full time school coordinator will be hired to coordinate both the newly designated French Creek School and the Errington Elementary School, which is already designated a Community School. Commissioner Nosworthy reported Steve Staley is the new president of ACES, as Bill Preston has resigned.

Commissioner Van Eynde reported there would be four positions up for election on the Area 'E' POSAC. He also noted the upgrade to the landscaping at the Community Hall looks very attractive.

Director Stanhope addressed the Commission thanking the members for their willingness to volunteer their time on behalf of the Oceanside community. He also noted that during the recent wind storm ESS personnel in Parksville, Qualicum Beach and the Regional District assisted 130 people who either could not get to their homes or had their homes damaged during the storm.

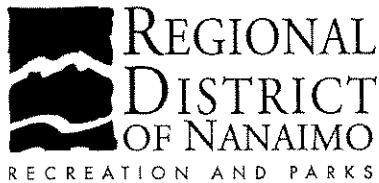
Mr. Stanhope also reported that staff are working with the Ministry of the Environment on the designation of the Mt. Arrowsmith Massif as a provincial or regional park.

#### **ADJOURNMENT**

MOVED Commissioner Nosworthy, SECONDED Commissioner Chase, that the meeting be adjourned at 5:10pm.

#### **NEXT MEETING**

The next meeting will be held Thursday, January 18, 2007, at Oceanside Place at 3:00pm.



RDN	
CAO	GMF&IS
GMDS	GMR&PS
GMES	GMTS
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SMCA	
CHAIR	BOARD

# MEMORANDUM

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** November 29, 2006

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

**FILE:**

**SUBJECT:** Ravensong Aquatic Centre Facility Expansion – Grant Request Applications

## PURPOSE

To review alternatives for the expansion of the Ravensong Aquatic Centre to provide for a Wellness Centre and additional pool space within the period of 2007-2010 and apply for grant funding through the Canada - BC Municipal Rural Infrastructure Fund to support this project.

## BACKGROUND

Since the completion of the Ravensong Aquatic Centre in 1995, the Regional District has explored the possibility of expanding the Ravensong Aquatic Centre to include a Wellness Centre (fitness studio), as this element of the building was excluded from the original project as a cost savings measure. At the regular meeting of the Regional District Board on February 28, 2006, the following resolutions were approved:

*“That the RDN apply for funding from the Province of BC Olympic/Paralympic Live Sites Program for the Ravensong Aquatic Centre Wellness Centre addition”.*

*“That \$10,000 in funding be allocated in the Regional District of Nanaimo’s Five Year Financial Plan for 2006 to provide conceptual designs and drawings and for cost estimates for the Wellness Centre addition at the Ravensong Aquatic Centre.”*

The above resolutions were based upon a release of provincial funds through the 2010 Legacies Now Live Site program, of which up to \$330,000 could be obtained with a successful grant application for projects under one million dollars. Larger projects were to be funded by other grant programs such as the Canada - BC Municipal Rural Infrastructure Fund, described later in this report.

The Regional District then retained the services of CJP Architects to develop concept drawings and determine project costs for the expansion to be included in the application for grant funding. The project team also toured similar facilities on Vancouver Island and the Lower Mainland to gain further information pertaining to the development of the project.

## Recreation Services Master Plan Recommendations

Parallel to this project, the Regional District underwent a review of the Recreation Services Master Plan for the Oceanside area and on July 25, 2006, the Regional Board adopted the Plan as a guiding document. In the development of the Master Plan it became evident that demand for aquatic services in District 69 has grown and will continue to grow, and that the existing facilities at the Aquatic Centre are close to

maximization in terms of available time, space and usage. There are many hours during the day when the facility is used to its limit, and concerns are frequently mentioned regarding overcrowding, a lack of lanes for fitness swimming and the need for additional leisure components. The Regional District has begun to address the latter with the addition of a unique water feature in the leisure pool last year, and the addition of a new sauna and steam room in the year prior. These improvements however have not addressed major concerns, which include the need for more surface water, additional dressing room space and family change rooms, a limited amount of space for meetings and socializing, and the addition of health and wellness space.

It has been suggested that a solution to the general lack of space would be to build a new pool in the Parksville area – no more than fifteen minutes away from Ravensong. The Master Plan noted that the construction of a second indoor pool at this time would not be viable, in that a new pool would result in decreased use of Ravensong, along with significantly reduced revenue. In addition, a new pool, simply because of its location, would not attract a sufficient number of visitors to make it any where near financially viable. If a second pool were to be built at this time, the operating subsidy for the two would be at least \$800,000 per year, and the capital cost of building a new six lane, twenty-five meter pool would likely be well over \$12 million. Additions to Ravensong, on the other hand, would cost less, and increase operating costs minimally in comparison to building another facility.

Also, the Ravensong facility is roughly twelve years old, considered relatively young for an aquatic facility, and still has a considerable life span of approximately thirty years of service before replacement should be considered.

It is with these issues in mind that the Master Plan recommends planning be initiated to make the following improvements to Ravensong:

1. The addition of a health and wellness facility (at least 2,500 sq. ft. in size) to include aerobic exercise equipment, free weights, and space for a physiotherapist. It should be noted that many modern aquatic centres enjoy between 5,000 and 10,000 sq. ft. of fitness space. If a larger area can be accommodated, there is no question that the area would be well used.
2. Renovations to the existing public dressing rooms, and improved space for aquatic staff. This component should include a more spacious area and additional family dressing rooms.
3. The expansion of the pool lobby to provide a comfortable area for pool patrons to gather and socialize while waiting for family members or friends to complete their swim, and the construction of a small meeting room to accommodate dry land training, meetings of aquatic organizations and staff meetings.
4. The addition of a new pool tank, that would include up to four or six lanes of water for lap swimming and swimming for fitness, and a leisure pool (approximately 200–250 sq. meters) that includes a water channel or lazy river in addition to other features. Lazy rivers have proven to be among the most popular features in new pools, because they require far less staff time than water slides, are extremely popular in terms of recreational swimming, and equally popular among those recovering from an illness or injury.

It should be noted that during the data collection phase of the study, there was mention of the need for an additional twenty-five or fifty meter tank, with six or eight lanes. There is no question that a larger pool would add a significant amount of water to the amount that is already available on the central Island. A fifty meter pool would also cost in the area of \$20 million to build and in excess of \$1 million to operate. While an additional pool is needed to accommodate current and future demand, it was the Master Plan

consultants' opinion that a twenty-five meter leisure facility will satisfy local needs for a significant period of time.

The plan recommends that the Aquatic Centre be expanded by 2010 including the following actions:

***Aquatic Centre (2007- 2010)***

1. *Approve the addition of leisure, fitness, meeting space and aquatic features to the Ravensong Aquatic Centre.*
2. *Retain consultants to determine specific facility needs and to prepare concept drawings.*
3. *Initiate a public consultation program throughout the Oceanside area to discuss proposed improvements to the pool, as well as the potential impact on local taxpayers.*
4. *Initiate the preparation of grant applications and fundraising to offset construction costs.*
5. *Approve the placement of a referendum before Oceanside residents.*

**Project Costs**

**Phase 1 -Wellness Centre:** In working with CJP Architects, based on the preliminary concept drawing attached to this report, it was determined that it would cost approximately 1.9 million dollars to construct Phase 1 in 2007 to provide a wellness centre and an additional \$250,000 in equipment costs. Assuming construction inflation over the course of 2008 and 2009, the project is now estimated to cost in the range of \$3.1 million dollars.

**Phase 2 – Additional Pool Space:** CJP has also provided at a less detailed level 2007 construction costs to expand the facility to include additional pool space, Phase 2, originally estimated at 3.7 million dollars. Permits, tendering, project management and inflation are estimated to be in the magnitude of 5.7 million dollars.

The approximate costs to construct Phase 1 (wellness centre) and Phase 2 (additional pool space) would be in the order of 8.8 million dollars. Staff have used 9 million dollars for the purposes of examining financial implications.

**Grant Programs**

**2010 Legacies Now Live Site Grant:** The available funding initially considered through the 2010 Legacies Now Live Site Grant program provides for a maximum of \$330,000 dollars for projects under one million dollars and must be completed by March 31, 2008. Final funding announcements are being made with the last of the announcements slated for March 31, 2007. As the estimated project costs for a wellness centre are well above this amount, the project is not eligible.

**Canada - BC Municipal Rural Infrastructure Fund:** On October 12, 2006 the Union of BC Municipalities (UBCM) announced the release of the Canada - BC Municipal Rural Infrastructure Fund of which expansions and renovations to existing recreation facilities are included. Under this program two-thirds of the project costs, up to a maximum of 2 million dollars, would be funded by the grant program and the remaining one-third or greater amount is to be paid for by the local government. Successful projects funded under this program must be built by March 31, 2010, and applications for funding must be submitted by January 31, 2007.

**ALTERNATIVES**

1. Apply for the Canada - BC Municipal Rural Infrastructure Fund for the addition of the wellness centre at the Ravensong Aquatic Centre.
2. Apply for the Canada - BC Municipal Rural Infrastructure Fund for the expansion of Ravensong Aquatic Centre to include the wellness centre, additional pool space, leisure pool space and associated amenities.
3. Defer expansion and improvements to the Ravensong Aquatic Centre to a later date.

**FINANCIAL IMPLICATIONS**

The Regional District Board has two options for each initiative – the first is to finance through borrowing the local government portion, the second is to raise additional taxes to pay for the project in whole or in part. If borrowing is selected as an option then elector assent must be obtained. Assent can be obtained either by an alternative approval process or by a full referendum for District 69 (excluding Nanoose Bay). Staff have identified a completion date at the end of 2009 to ensure the March 31, 2010 requirement can be met.

The cost per \$250,000 of assessment provided in the proposed provisional budget for 2007 is forecast to be \$54.25 for current operations and capital at the Ravensong Aquatic Centre not including the expansion project. The table below outlines the projected impacts on the amount to be raised from property taxes beginning in 2007 and the final requisition level in 2012 in order to expand the facility:

**Alternative 1 (Phase 1):** If the Regional Board supports only proceeding with a grant application for the wellness centre, the overall cost of the project is expected to be \$3.1 million. Approximately \$213,000 would be available from reserve funds to contribute to the project. With a full grant of \$2.0 million, the balance to be raised would be \$887,000. The balance of the project may be financed in one of two ways, either raising taxes within the requisition limits requisition limits established for the function, or by borrowing and paying the debt over a twenty year timeframe. If the Board decides to borrow for the project, assent will need to be obtained either by the alternative approval process or by referendum.

<b>Alternative 1 - Wellness Center Addition - (Phase 1)</b>						
\$3,100,000 (project costs) minus \$2,000,000 (Infrastructure Grant) = \$1,100,000 (RDN Funding)						
2007 Proposed Provisional Budget Operational Cost / \$1,246,910 / \$54.25 per \$250,000						
<b>Option</b>	<b>Net Cost Increase per \$250,000 Assessment</b>					
	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Option A:</b> Reserve Funding plus finance over 20 years	\$0.00	\$2.25	\$4.50	\$6.75	\$9.25	\$11.00
<b>Option B :</b> Reserve Funding plus raise taxes to pay for project in full	\$13.00	\$15.00	\$17.25	\$10.00	\$11.25	\$12.50

**Alternative 2 (Phase 1 and 2):** If the Regional Board supports proceeding with an application for the wellness centre, additional pool space, and associated amenities, the overall cost of the project is expected to be in the range of \$9.0 million. As previously mentioned, \$213,000 would be available from reserve funds to contribute to this project. With a full grant of \$2.0 million, the balance to be raised will be \$6.8 million. The remaining amount may be financed by either borrowing the whole amount over twenty years or by raising taxes and financing the remaining funds over twenty years.

<b>Alternative 2 - Wellness Centre and Pool Addition (Phase 1 and 2)</b>						
\$9,000,000 (project costs) minus \$2,000,000 (Infrastructure Grant) = \$7,000,000 (RDN Funding)						
2007 Proposed Provisional Budget Operational Cost / \$1,246,910 / \$54.25 per \$250,000						
<b>Option</b>	<b>Net Cost Increase per \$250,000 Assessment</b>					
	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Option C:</b> Reserve Funding plus finance full expansion over 20 years	\$4.75	\$10.75	\$16.50	\$22.50	\$27.75	\$33.00
<b>Option D:</b> Reserve Funding plus raise additional taxes to prepay \$1.13 million – finance remainder	\$13.00	\$17.25	\$21.25	\$25.75	\$30.00	\$34.25

**Alternative 3:** The cost of delaying the project may defer costs to another date, however with the current rate of inflation, many regional or municipal projects such as this one may soon be out of financial reach for local governments in the coming decade, in addition, it is unknown at this time if other large grant funding initiatives will be forthcoming in the coming years.

### **CITIZEN IMPLICATIONS**

The Master Plan process provided opportunities for citizen feedback through the public survey regarding a number of issues that pertain to recreation and parks services provided by the Department. The survey indicated that although there are a number of important and valuable initiatives that the community would like to have implemented there is a general concern regarding the increase of taxation to carry out these initiatives. Key initiatives that require a significant amount of dollars to implement will need to be considered carefully in terms of public support and impact.

The current participants in the Ravensong Aquatic Centre Function include the municipalities of Parksville and Qualicum Beach, and Electoral Areas F, G, and H. If the Regional Board is successful in securing grant funding, a review of the participants and the cost sharing formula, based on usage of existing aquatic centres in the Region, is recommended prior to proceeding to referendum on the project.

### **SUMMARY**

In February of 2006, the Regional Board recommended that staff apply for a 2010 Legacies Now Live Site to provide funding towards the addition of a wellness centre to the Ravensong Aquatic Centre, and that \$10,000 in funding be allocated in 2006 to explore conceptual designs and drawing, and cost estimates for the project. The Department retained CJP Architects, an architectural consulting firm to provide conceptual designs and drawings and to determine cost estimates for the wellness centre in order to include as part of the grant application.

While this project was underway, a Master Plan was also completed for the Recreation and Parks Department. The Master Plan further identified and supported the need for an expansion of the Ravensong facility based on public feedback that not only included a wellness centre, but additional amenities such as increased pool space, renovations to change rooms, and enhanced public and staff areas such as the lobby and meeting space. The Master Plan also outlines the process to move towards achieving these recommendations.

Based on preliminary work completed by the consulting firm, CJP, it became evident that the cost for the wellness centre alone would be far greater than the eligibility criteria of the 2010 Legacies Now Live Site grant. However, in October of 2006 the Canada - BC Municipal Rural Infrastructure Fund was announced through the UBCM. As this Federal - Provincial grant program allows for funding of projects to be shared one third by each party including a third by the local government, this grant opportunity is much better suited to the nature of the expansion project at the Aquatic Centre.

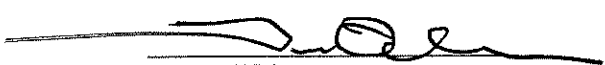
Two alternatives have been presented for consideration in regard to the actual expansion of the facility, either expand the facility to provide for a wellness centre or complete a full scale expansion to include the wellness centre and the enhanced pool and facility amenities to meet the needs of residents to the area in the coming decade. Funding for the project would be reliant on up to 2 million dollars in Infrastructure Grant Funding and the remaining to be paid for reserves, financing or a combination of both.

Should the application deadline window pass for the Canada - BC Municipal Rural Infrastructure Fund, it is unknown at this time when significant grant funding programs will be available again in the future, therefore the current grant funding opportunity will be missed.

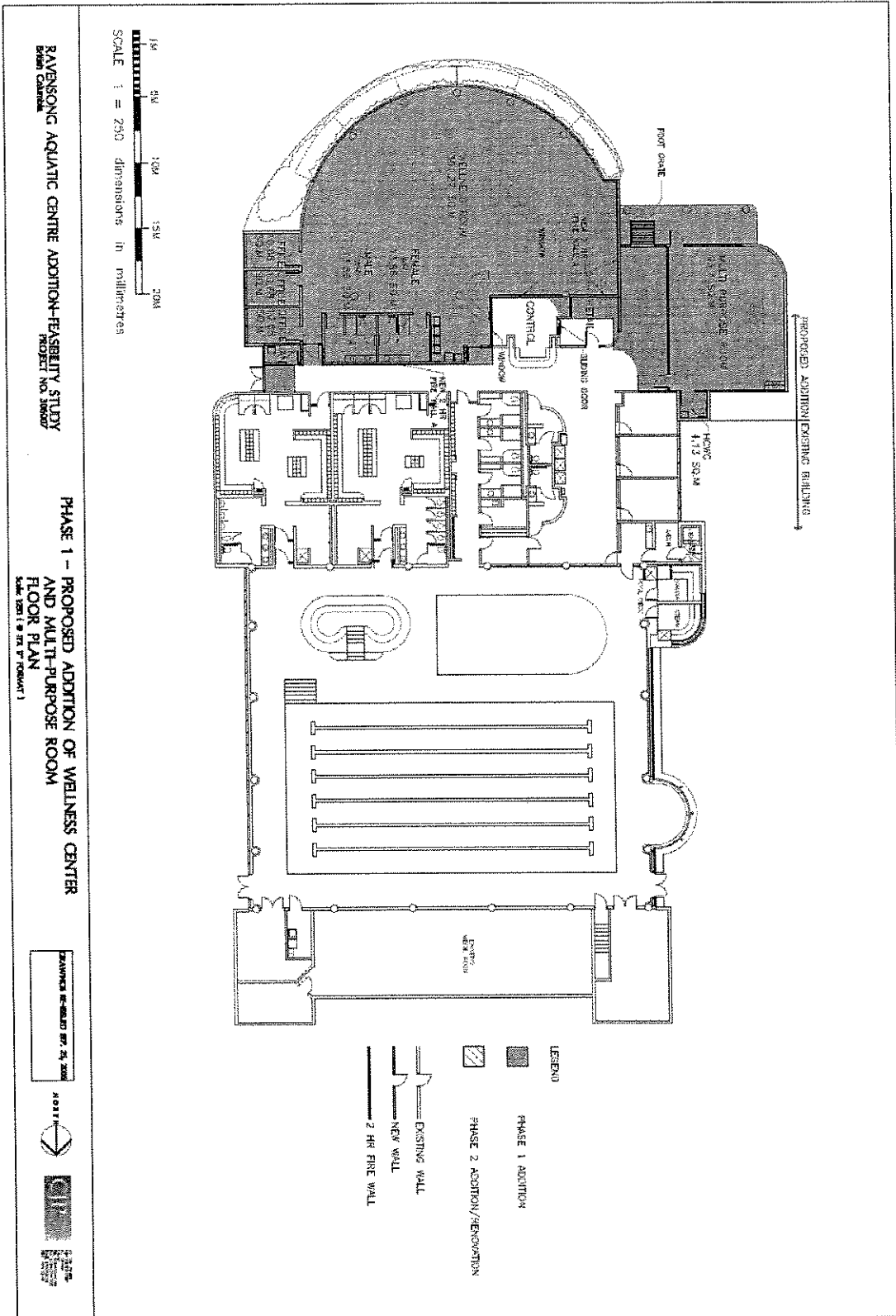
Based on the direction of the Recreation Services Master Plan, staff are recommending proceeding with a Canada - BC Municipal Rural Infrastructure Fund application for Phase 1 and 2 for the Ravensong Aquatic Centre.

#### **RECOMMENDATION**

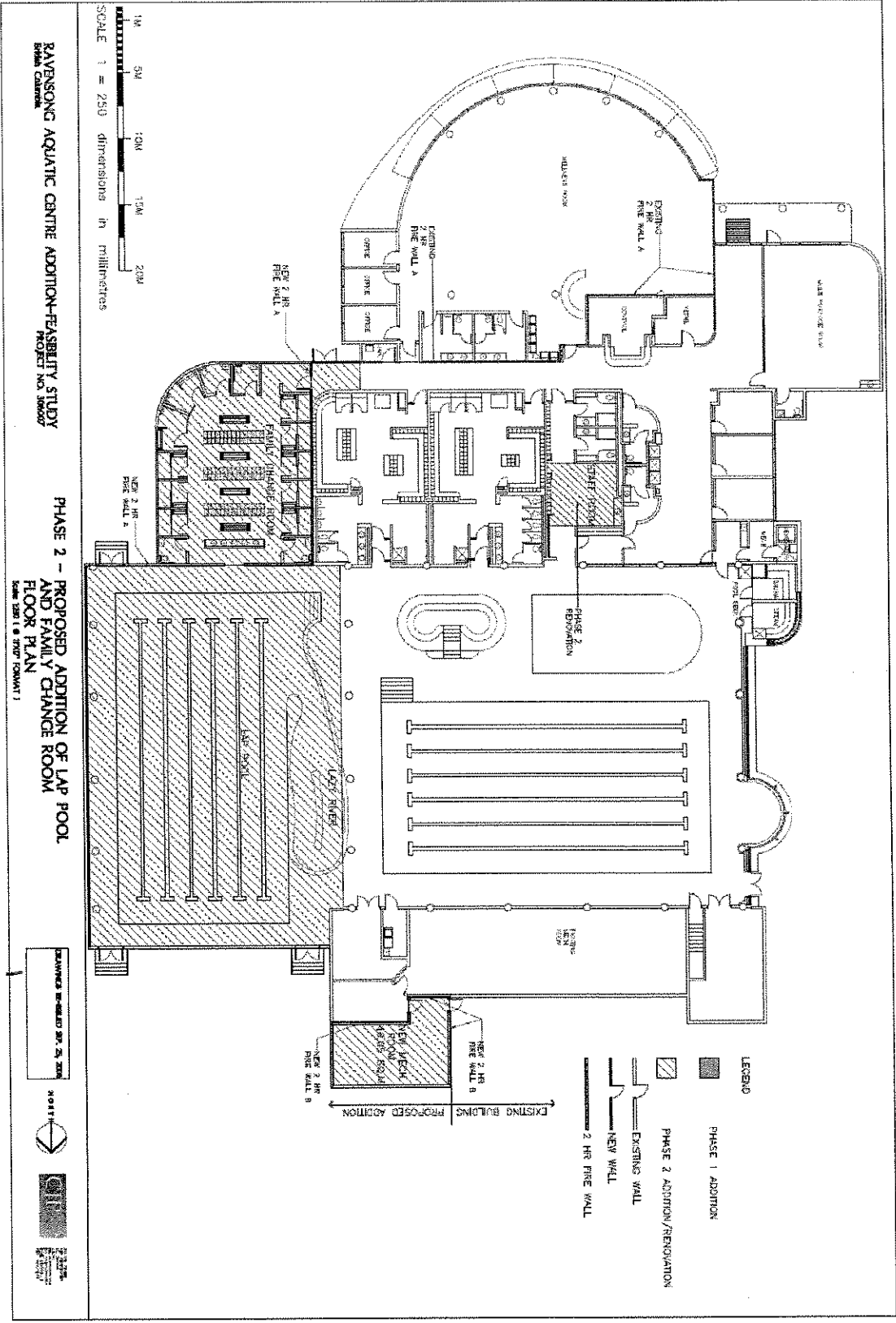
That the Regional District apply for the Canada - BC Municipal Rural Infrastructure Fund for the expansion of Ravensong Aquatic Centre to include the wellness centre, additional pool space, leisure pool space and associated amenities, and to amend the 2007-2012 Five Year Financial Plan accordingly.

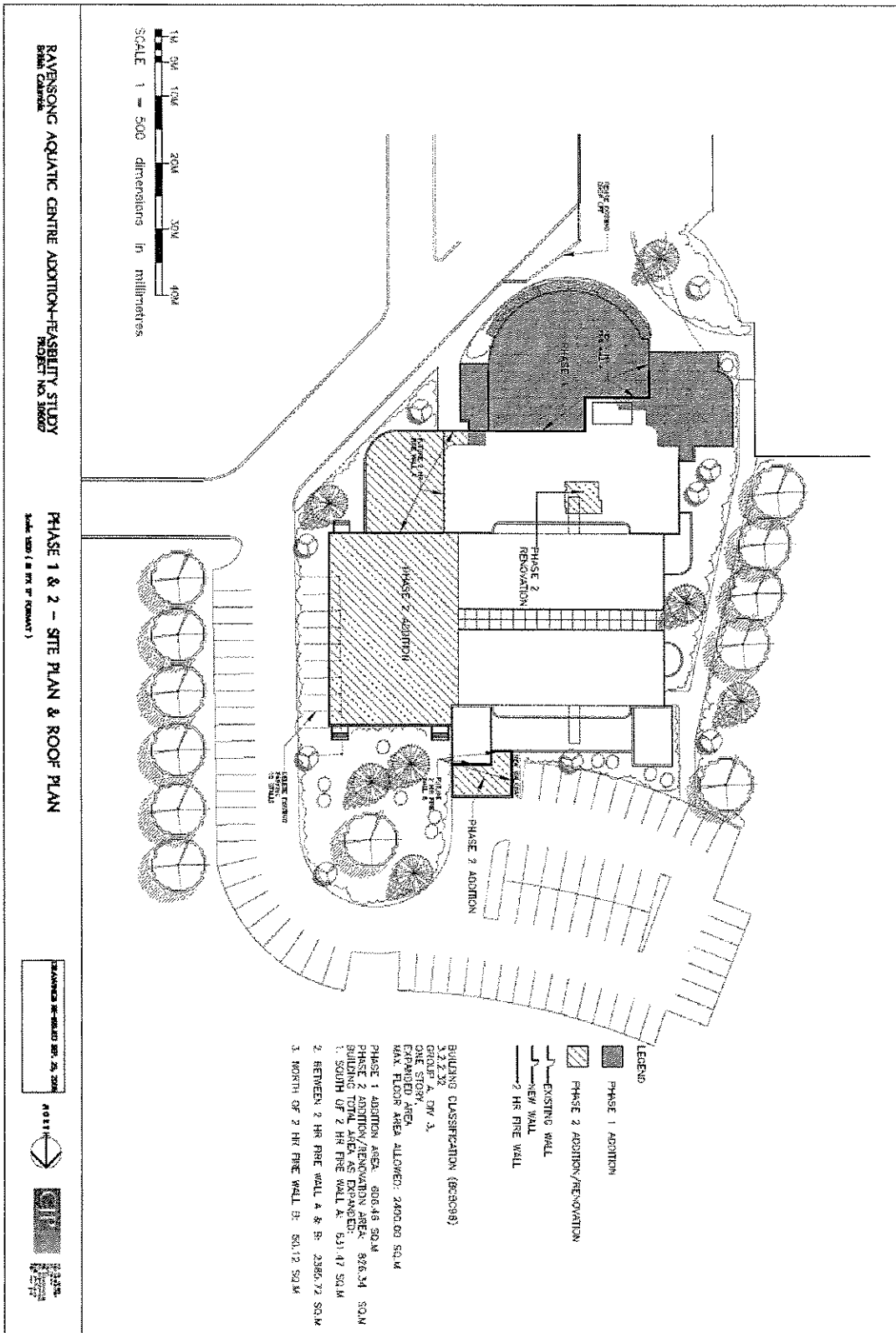
  
Report Writer

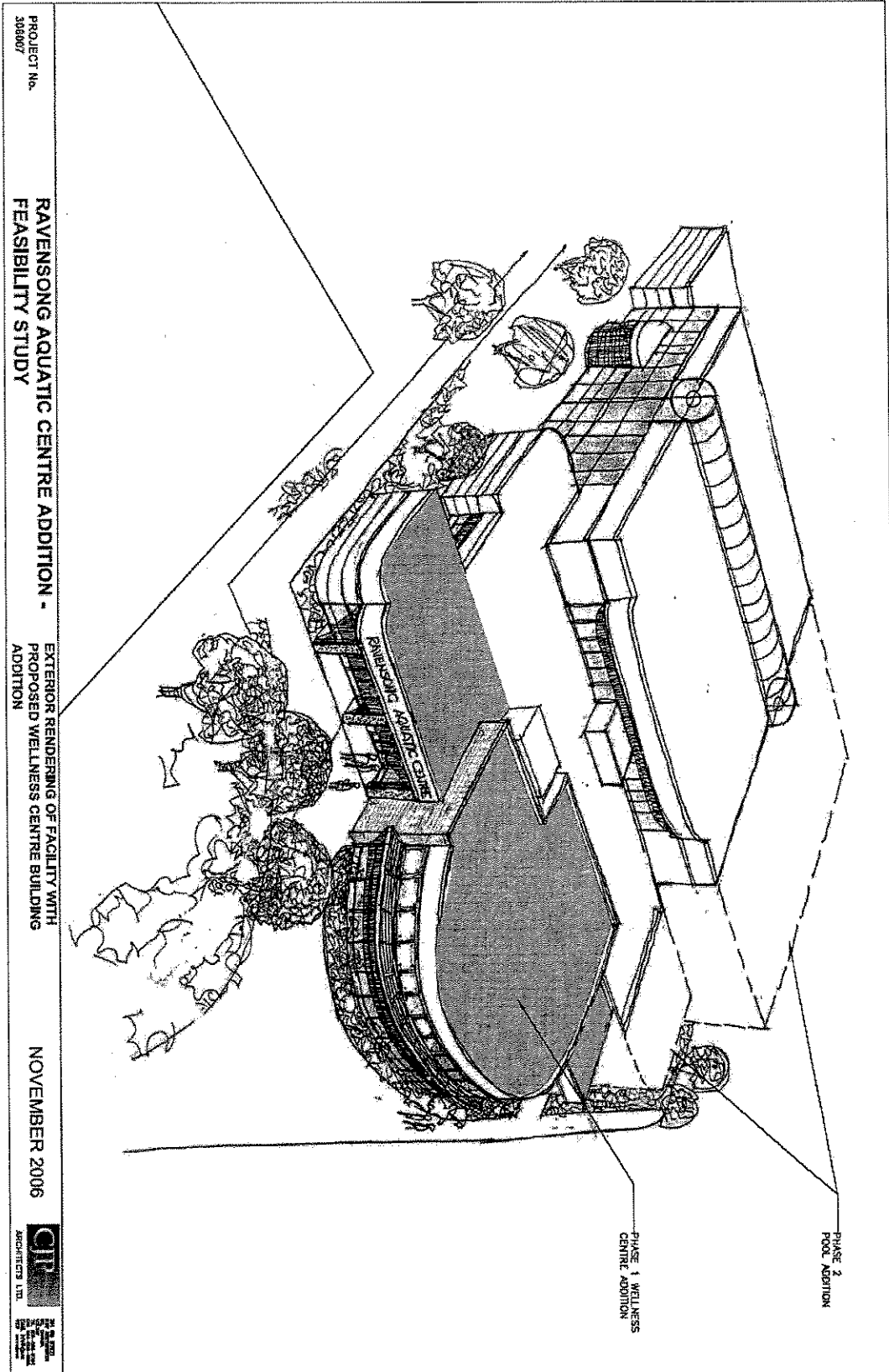
  
CAO Concurrence











**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE MEETING  
HELD ON TUESDAY, DECEMBER 5, 2006**

**Attendance:**

Director Larry McNabb, Chair  
Director Maureen Young  
Director Joe Stanhope

Harriet Rueggeberg  
Frank Van Eynde  
Peter Rothermel

**Staff:**

Tom Osborne, General Manager of Recreation and Parks  
Wendy Marshall, Manager of Parks Services  
Marilynn Newsted, Recording Secretary

**Regrets:**

Director Dave Bartram

**Guests:**

Director Lou Biggemann

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**CALL TO ORDER**

- 1 Director McNabb called the meeting to order at 2:32pm.

**DELEGATIONS**

- 2 MOVED H. Rueggeberg, SECONDED M. Young, that the Committee receive the delegation from Nanaimo Area Land Trust (NALT).

CARRIED

NALT representative Gail Adrienne introduced herself and Austin Scott, the campaign manager to the Committee. Ms. Adrienne provided a verbal update on the fund raising campaign to date, noting they have \$125,000 in confirmed donations and possibly another \$15,000 coming. NALT will be staging a push for pledges up to the first of the year. A gala dinner fund raiser scheduled for February 17, 2007, at the Coast Bastion is also planned as part of the fund raising drive. A grant application is being worked on in partnership with the Land Conservancy of BC to apply for funds from the BC Land Trust Forum in the amount of \$125,000. Confirmation of the grant will not be supplied until closer to the final deadline. Ms. Adrienne indicated to the Committee that NALT is working diligently to ensure their commitment is met in providing the first half of the 50% funding for the acquisition of the park in the amount of \$237,500 by February 2007.

## MINUTES

- 3 MOVED J. Stanhope, SECONDED F. Van Eynde, that the Minutes of the Regional Parks and Trails Advisory Committee Meeting held on September 5, 2006, be approved.

CARRIED

## COMMUNICATIONS/CORRESPONDENCE

- 4 MOVED M. Young, SECONDED J. Stanhope, that the following correspondence be received:

- J. Stanhope Letter to B. Penner, Ministry of Environment re: Englishman River Canyon Proposed Recreation Reserve
- Email P. Rothermel re: Arrowsmith Ski Park Clean Up
- Email T. Charles re: Slash Burning on Mount Benson

CARRIED

MOVED M. Young, SECONDED F. Van Eynde, that the following late correspondence be received:

- B. Penner, Ministry of Environment re: Englishman River Canyon Recreation Reserve
- L. Krog, MLA re: Mt. Arrowsmith Regional Park, UBCM Meetings

CARRIED

## BUSINESS ARISING FROM DELEGATIONS

- 5 The Committee questioned staff on the impacts of NALT's fundraising campaign should the agency fall short of their campaign targets. T. Osborne informed the Committee that NALT fully anticipates raising the full amount and has committed to do so, however, should they fall short of their target of up to \$500,000 by the February 2008, the RDN would need to review the five year financial plan and the Regional District's ability to acquire other regional parklands would be impacted. Mr. Osborne noted that the agreement with NALT is for them to provide \$237,500 by the end of February 2007 and the remaining amount of \$237,500, to the maximum total of \$500,000, by February 2008.

## BUSINESS ARISING FROM COMMUNICATIONS / CORRESPONDENCE

- 6 Peter Rothermel informed the Committee that he was quite pleased with the work that the Alberni Clayoquot Regional District (ACRD) did in cleaning up the two former ski hill sites in their Regional Park. Mr. Rothermel indicate that he was concerned that some minor clean up work still needs to be done and is looking to organize a volunteer work party to pick up some of the minor debris that is left. Mr. Rothermel indicated that it would be also important to install barriers at the ski hill sites to limit damage to the lands being done by 4x4 vehicles.

Staff informed the Committee that given the land is owned and managed by the ACRD and it is the ACRD's Park Bylaws that govern the park that the ACRD will need to be approached to undertake any work on the land or to deal with park bylaw enforcement issues. Staff indicated to the Committee that the RDN would work with ACRD should the larger Arrowsmith Massif lands

be brought on stream as a Regional Park and a park management plan would need be undertaken at that time for both properties.

## **REPORTS**

### **7.1-7.2 Community and Regional Parks and Regional Trail Function Update for June through to September.**

Ms. Marshall provided a summary overview of the reports noting the following:

- Liaised with MOT regarding upgrades to Horne Lake Caves Road.
- Volunteers have completed replanting at the Nanaimo River Regional Park.
- Have opened portions of the Trans Canada Trail re-routing around the gravel pit.

MOVED M. Young, SECONDED F. Van Eynde that the Community and Regional Parks and Regional Trail Function Reports for June through to September be received.

CARRIED

### **7.3 Review of Development Costs Charges for Regional Park Capital and Acquisition**

Harriet Rueggeberg left the meeting citing a conflict of interest in relation to her work as a land use consultant.

Mr. Osborne reviewed the Development Costs Charges for Regional Park Capital and Acquisition Report for the Committee.

MOVED J. Stanhope, SECONDED F. Van Eynde, that the Regional District investigate the development of a Regional Parks DCC bylaw to be included in the 2007 work plan.

CARRIED

Ms. Rueggeberg returned to the meeting.

### **7.4 Mount Benson**

Ms. Marshall provided an update with regard to Mount Benson, noting due to the recent rain and snow fall the slash burning has been postponed until the spring.

### **7.5 Horne Lake**

Ms. Marshall provided an update on Horne Lake Regional Park, stating new wells have been dug in the south end of the park and staff will be looking at replacing the hand pump portion of the wells in the north end of the park.

**7.6 Top Bridge Crossing**

Ms. Marshall provided an update on the Top Bridge Crossing indicating that the tender award was given to Robinson Contracting and work is to commence pending approval of a variety of permits including with MoT and the federal Navigable Waters Act. The project is scheduled to be completed by March 2007.

MOVED M. Young, SECONDED J. Stanhope, that the verbal reports be received.

CARRIED

J. Stanhope requested staff confirm the electoral ridings for which Top Bridge Crossing is situated

**NEW BUSINESS**

**8.1 Infrastructure Grant**

Ms. Marshall reported staff are in the process of compiling information required for the Nanaimo River Crossing Infrastructure Grant application. The deadline for the grant is January 31, 2007.

MOVED M. Young, SECONDED F. Van Eynde, that the verbal Infrastructure Grant Report be received.

CARRIED

**8.2 2007 Budget**

Ms. Marshall and Mr. Osborne presented the 2007 Provisional Budget and Five Year Financial for Regional Parks.

Mr. Osborne advised the Committee that \$30,000 in funding for NALT's operating budget has been provided for in the 2007 budget, but is not included in the following years in the Five Year Financial Plan.

MOVED M. Young, SECONDED F. Van Eynde, that the 2007 Provisional Budget and the Five Year Financial Plan for Regional Parks be approved.

CARRIED

**ADJOURNMENT**

MOVED J. Stanhope, SECONDED M. Young, that pursuant to Section (90) (1) E of the Community Charter to consider land issue, the Committee proceed to an In Camera meeting to consider items related to land.

CARRIED

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Chair, Director Larry McNabb



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CHAIR		BOARD	✓

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** November 22, 2006

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

**FILE:**

**SUBJECT:** Review of Development Cost Charges for Regional Park Capital and Acquisition

**PURPOSE**

To examine the potential of implementing Development Cost Charges for future regional parks and trails.

**BACKGROUND**

Regional District's are authorized under the *Local Government Act* to levy Development Cost Charges (DCCs) to assist in providing expanded or new services as a result of growth and development. DCC's are typically collected for roads, sewer and water systems and may also be collected to acquire and improve parkland. Parkland DCC's are fairly common in municipalities, however, the implementation of DCC's for Regional Park purposes is not done that often with the exception being the Central Okanagan Regional District which has implemented Community Park DCCs for their unincorporated areas and is now also looking at implementing a Regional Park DCC bylaw for the jurisdiction.

The most recently adopted Regional Parks and Trail Plan 2005 – 2015 recommended that the RDN examine the potential for implementing DCCs for future regional parks and trails.

The Regional Parks and Trail system has grown from two small parks in 1995 to nine Regional Parks in 2006 totaling 670 hectares (1,656 acres) of land and over 60 kilometers of trail. The Regional Parks and Trails Plan confirms the need and desire to continue with an acquisition program. Based on this direction the plan includes criteria for park acquisition criteria and identification of priority sites of interest.

***Vision and Goals of the Regional Parks and Trails Plan 2005 - 2015***

The vision for the Regional Parks and Trails service for the next 10 years is a system that:

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



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

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

### **Park Acquisition Criteria**

The following criteria were developed to assist the Regional District in evaluating future park acquisitions:

- ***Priority sites from past Plans:*** 10 priority sites identified in the 1998 and 2003 acquisition programs remain unsecured. These sites remain primary considerations as future acquisitions. Other sites identified in the 1995 Parks System Plan but not prioritized will also be considered if other criteria apply.
- ***Regional significance:*** Potential sites must be of interest to the whole region; more localized sites may be considered within the community park mandate.
- ***Level of public interest:*** This is an obvious criterion that has been gauged through public input in this review process, as well as past and future interaction with the residents of the Region.
- ***Gaps in representation:*** Opportunities for acquisition will be reviewed in light of whether they represent key landscapes, sensitive ecosystems, and distribution across all electoral areas and municipalities.

### **Priority Areas of Interest**

Based on the criteria above, the areas of interest for acquisition in 2005-2015 are shown in alphabetical order below. It should be noted that Mount Benson was purchased earlier this year. Consideration of some future acquisitions may also be subject to First Nations' land claim negotiations. The Plan also states that the RDN will only consider sites where there is a willing seller or donor of land, access, tenure or covenant.

French Creek (G)	Gainsburg Swamp (H)	Hamilton Marsh (G)
Horne Lake addition (H)	Little Mountain/ Morison Creek (F)	Mt. Arrowsmith Massif (C),
Mt. Benson/Westwood Ridges (C)	Nanaimo Fire Suppression Camp (A)	The Notch (E)

**Opportunities that arise:** As occurred with Horne Lake Regional Park, sometimes an opportunity arises through a development application, an unsolicited donation or other non-market condition. Although a particular site may not have been identified the Plan acknowledges that these opportunities are not to be ignored.

### **Implementation of Regional Park DCCs**

The development of a DCC rate is well documented in manuals available to staff. Of most importance is attaching values to the acquisition and development program, followed by an allocation of the benefit to existing versus future populations. Considerable attention needs to be paid to the future growth patterns and population projections in the Regional District. This aspect will require access to and coordination of the information within each municipal and electoral area Official Community Plan and existing municipal Parkland DCC bylaws in Nanaimo, Parksville and Qualicum Beach. The District of Lantzville currently does not have a Parkland DCC bylaw.

The Ministry of Community Services recommends that stakeholder input be provided in the development of DCCs prior to introduction of the DCC bylaw followed by more formal public information meetings. Stakeholders can include property developers, Vancouver Island Real Estate Board, construction associations, local governments and chamber of commerce as well as constituents. Revisions to the bylaw would take place prior to subsequent readings of the bylaw (i.e. second and third reading). Following third reading the bylaw is forwarded for review and approval by the Ministry prior to adoption by the Regional District.

The foregoing is a brief outline of a process which is quite intensive and will require considerable staff resources that could be complemented with assistance from a consulting firm. Staff's objective would be to arrive at a DCC bylaw which would be adopted by the end of 2007.

### **ALTERNATIVES**

1. That staff be directed to proceed on a priority basis to develop a Regional Parks DCC bylaw to be completed by the end of 2007.
2. That the development of a Regional Parks DCC bylaw be deferred by one year with a target completion date of December 2008.
3. That no action be taken on the development of a Regional Parks DCC bylaw at this time.

### **FINANCIAL IMPLICATIONS**

1. It is estimated that it would cost \$27,500 to retain a consultant to assist staff in determining future growth patterns and population projections, review parkland DCCs in Nanaimo, Parksville and Qualicum Beach and to review all Electoral Area and the four Municipal OCPs. In addition the consultant would determine the land acquisition values for future regional park acquisitions. The consultant would also work with staff to confirm and explain to stakeholder groups and the public the various Regional Park capital and acquisition projects that are identified and the calculations used to determine the DCC charges. \$2,500 would be required for advertising of meetings, room rentals and associated supplies. Funding would be provided through the Regional Park acquisition budget.
2. Under this alternative the project and associated costs would be deferred to 2008 with a projected end date in mid December 2008.

3. If the Board decides not to pursue the development and implementation of a Regional Parks DCC bylaw, the current funding model will raise \$1.99 million by 2011 to finance the capital and acquisition plan. It is anticipated the DCC bylaw could generate up to an additional \$300,000 per year based on the figures provided by the Central Okanagan Regional District.

### **COMMUNITY and INTERGOVERNMENTAL IMPLICATIONS**

Local governments are required to consult with a wide range of interested parties to provide an explanation of the capital projects and the calculations used to determine the DCC charges. Stakeholders will include property developers, other local governments as well as constituents. In particular, since a Regional Parks DCC would apply to developments in all four member municipalities as well as the seven electoral areas, a comprehensive communication and stakeholder consultation strategy will need to be developed and executed. The individual municipalities will need to concur with the concept of applying DCCs on a region wide basis.

### **CONCLUSIONS**

Regional District's are authorized under the *Local Government Act* to levy Development Cost Charges (DCCs) to assist in providing expanded or new services as a result of growth and development. The current Regional Parks and Trail Plan 2005 – 2015 recommends that the RDN examine the potential for implementing DCCs for future regional parks and trails. Parkland DCC's are fairly common in municipalities, however, there is no current example of a DCC for Regional Park purposes in BC.

In order to develop Regional Parks DCC, it is estimated that it would cost \$27,500 to retain a consultant to assist staff in determining future growth patterns and population projections and to review all Electoral Area and the four Municipal OCPs and Parkland DCCs. In addition the consultant would determine the land acquisition values for future regional park acquisitions. The consultant would also work with staff to confirm and explain to stakeholder groups and the public the various Regional Park capital and acquisition projects that are identified and the calculations used to determine the DCC charges. Funding would be provided through the Regional Park acquisition budget.


The project can be developed either as part of the 2007 work program or at a later date in 2008.

### **RECOMMENDATION**

That the Regional District investigate the development of a Regional Parks DCC bylaw to be included in the 2007 work plan.



Report Writer



C.A.O. Concurrence

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A'  
RECREATION AND CULTURE SERVICES MASTER PLAN PROJECT  
ADVISORY COMMITTEE MEETING  
HELD ON MONDAY, NOVEMBER 20, 2006 AT 7:30PM  
AT CEDAR HERITAGE CENTRE**

**Attendance:** J. Burnett      D. Burnett      B. Ehmig  
                  F. Garnish      S. Gourlay      V. Suddaby

**Staff:**            T. Osborne      D. Porteous      **Consultants:** B. Webster      M. Holding

**Regrets:**        B. Arthur        S. Wilson

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**CALL TO ORDER**

Mr. Osborne called the meeting to order at 7:35 pm.

**REVIEW PAST MINUTES**

Mr. Porteous reviewed the past minutes.

MOVED J. Burnett, SECONDED V. Suddaby, that the minutes of the Advisory Committee meeting held October 30, 2006 be adopted.

CARRIED

**PROGRESS TO DATE AND FUTURE PLANNING INITIATIVES**

Mr. Porteous presented information pertaining to progress to date including the meetings that were coordinated for the consultants to meet with the first set of organizations. He outlined some of the challenges there had been in terms of contacting groups. Mr. Porteous requested clarification from the Committee on a couple of items including contact information and confirmation on groups who need to be involved in the process.

The Committee members provided names and contacts that they knew of. The Committee also agreed that the BMX organization, Sealegs (kayaking company), Pottery and Yoga need to be involved in the process by having an opportunity to provide feedback to the consultants.

Committee members also noted that Neighborhood Watch, Community Policing, Artisans, and the Bicycle organization in Nanaimo would be beneficial contacts for the consultants to meet with.

Mr. Porteous suggested that the Committee consider some promotional opportunities discussed at the last meeting and the coordination of the Town Hall meetings be reviewed at the end of the meeting.

Mr. Webster added that there were some group representatives that did not show up to the meetings although they had been confirmed. The consultants are considering strategies to ensure that groups are given at least another opportunity to meet, for example, the consultants will consider meeting with principals at their breakfast meeting.

The First Nations were unable to attend and the Committee agreed that Director Burnett should contact a representative first and consider the idea of the consultants going to the First Nations to meet with them.

Mr. Porteous and Ms. Newsted (Senior Secretary) will continue to coordinate with the consultants further meetings with organizations and individuals.

The Committee members suggested that if meetings are not successful with some groups that maybe telephone conversations or email correspondence may be considered.

### **COMMITTEE DISCUSSION ON RECREATION AND CULTURE SERVICE ISSUES**

Mr. Webster and Mr. Holding facilitated a group process with the Committee members to identify key issues that the Committee considered most important to the community. Information was compiled under three key areas: programming, facilities and administration. The process included a brainstorming session and a prioritizing component. The consultants will consider this information when consulting with other organizations and individuals, and when preparing the Master Plan report.

As determined at the beginning of the meeting the Committee members, consultants and staff discussed a few items including promotional information dissemination, further methods of information gathering, and Town Hall meetings.

Mr. Porteous will contact Take 5 and submit a notice for the December / January issue. The Chronicle deadline for notices will also be considered. The consultants will work with Mr. Porteous to design a notice similar to the Take 5 notice that Committee members may distribute to residents.

The consultants will design a brief comment form that can be distributed by Committee members to gather more information from residents. The consultants also agreed to design a youth questionnaire that could be used to gather more information from young people to assist with the Master Plan process. Design and costs associated with the additional youth questionnaire will be presented to RDN staff and the Committee for consideration.

It was agreed that the Town Hall meetings would take place on Monday, January 22, 2006 and Wednesday, January 24, 2006 at the Cedar Heritage Centre and the Cranberry Fire Hall respectively. If the Cedar Heritage Centre was unavailable for booking then the Woodbank School or the Cedar Hall would be considered as alternative locations.

### **NEXT MEETING**

It was agreed that the next meeting would take place after the Town Hall meetings in early February with a date to be announced.

### **ADJOURNMENT**

MOVED Mr. Garnish, that the meeting be adjourned. The meeting was adjourned at 10:10 pm.

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S. Gourlay, Chair



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CHAIR	BOARD <input checked="" type="checkbox"/>

## MEMORANDUM

**TO:** Wayne Moorman  
Manager, Engineering & Subdivisions

**DATE:** December 5, 2006

**FROM:** Susan Cormie  
Senior Planner

**FILE:** 3060 30 60449

**SUBJECT:** Proposed Amendment to Development Permit No. 60449 - Reilly  
Electoral Area 'G' – 1651 Admiral Tryon Boulevard

### PURPOSE

To consider an amendment to Development Permit No. 60449 to replace the previously constructed lock-block retaining wall and rip rap erosion protection works destroyed by a storm with re-engineered erosion protection works on a parcel designated within the Watercourse Protection Development Permit Area in the French Creek area of Electoral Area 'G'.

### BACKGROUND

The subject property, legally described as Lot 22, District Lot 28, Nanoose District Plan 22290, is located at 1651 Admiral Tryon Boulevard adjacent to the Strait of Georgia within Electoral Area 'G' (*see Attachment No. '1' on page 9 for location of subject property*). The property is currently zoned Residential 1 (RS1) pursuant to the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The minimum setback requirements for buildings and structures, including retaining walls measuring 1.0 metre in height or greater, is 8.0 metres horizontal distance from the natural boundary of the ocean.

Pursuant to the "French Creek Official Community Plan Bylaw No. 1115, 1998", the subject property is designated within a Watercourse Protection Development Permit Area (DPA), in this case for the coastal upland area located within 15.0 metres of the natural boundary of the ocean.

Development Permit Application No. 60449 was originally considered by the Board at its October 2004 meeting but was deferred at the applicants' request. It is noted that there was considerable public input to this original proposal. The applicants then altered the application to improve the aesthetic qualities of the erosion protection device by proposing to install native salt-tolerant grasses between the rip rap to soften the look of the structure from the foreshore and ensure the works blend in with the natural beach area. The Board then reconsidered the application in April 2005 and issued Development Permit No. 60449 which permitted the construction of a lock block retaining wall combined with 2 horizontal to 1 vertical rip rap erosion protection and native plantings.

The Development Permit included a number of conditions including the available time period which the construction could take place during any calendar year, conditions for access to the foreshore via the adjacent public right-of-way, the installation of native plantings, and the registration of the engineer's report on title. The installation of these works was carried out under the supervision of a professional engineer.

In addition, as the lock-block wall was proposed to retain more than a cubic metre of earth and measured 1.0 metre above the elevation of the surrounding natural grade, the applicants applied for and received a variance to the minimum setback requirement from the natural boundary from 8.0 metre horizontal distance to 3.0 metres horizontal distance. All works, under this Permit, were located within the titled boundary of the subject property and above the present natural boundary.

The approved works were completed in October 2005 and certified by the applicant's professional engineer. In December 2005, the works were destroyed by a winter storm. At that time, the applicants noted that the wave action came to within approximately 1.0 metre of the existing dwelling unit.

Following this, the applicants retained a second professional engineer who has re-engineered the retaining wall and rip rap erosion protection works. The applicants are now requesting that Development Permit No. 60449 be amended to permit the re-construction of a concrete lock-block retaining wall and a more massive rip rap erosion protection works.

As part of this request to amend the development permit, the applicants have provided a report prepared by a professional engineer with expertise in coastal engineering.

It is noted that at the time of consideration of the original retaining wall and rip rap works, staff felt that the proposal met the intent of the *Retaining Walls - Marine* Board Policy No. B1.9.

#### **ALTERNATIVES**

1. To approve the amendments to Development Permit Application No. 60449, subject to the Conditions of Approval outlined in Schedule No. 1.
2. To deny the requested amendments to Development Permit Application No. 60449.

#### **LAND USE AND DEVELOPMENT IMPLICATIONS**

##### ***Engineering Implications***

Following failure of the erosion protection works approved under Development Permit No. 60449, the applicants retained a professional engineer to re-engineer new works.

The submitted report included a detailed design for the shoreline erosion protection repair work based on a 100-year storm event. The applicants are proposing to place the lock block retaining wall and re-engineered rip rap erosion protection works in the same location as the previous wall and associated works. The new works are proposed to be the same height as the previously approved works.

The proposed works have been re-engineered with a more massive and prominent 'harder' profile as opposed to the original 2 to 1 profile with a 'softer' more aesthetically pleasing appearance. The applicants have verbally indicated that they will replant the yard area with native plantings similar to those plantings destroyed by the winter storm. Despite the 'harder' profile appearance of the proposed new works, as the replacement works are proposed to be in the same location and height, an additional variance to Bylaw No. 500, 19987 is not considered to be required. The applicants will be required to follow the engineer's recommendations as part of the amended Development Permit, if approved.

##### ***Ministry of Transportation / Adjacent Public Right-of-Way Implications***

Development Permit No. 60449 required the applicants to obtain permission to cross the adjacent public right-of-way in order that the beach front may be accessed. As the applicants will need to cross the right-

of-way a second time with machinery, it is recommended that the conditions of approval for the amended development permit include confirmation that the Ministry has granted access and that the same conditions are applicable including flagging the area to be crossed, notifying the Regional District prior to commencing crossing, and reclaiming any disturbed area (*See Schedule No. 1 on page 5 for Conditions of Approval*)

There is some evidence that erosion may be occurring on the adjacent public right-of-way which the Regional District has a license to occupy for park land purposes. Despite this, the need for these erosion protection works is considered imperative to avoid further erosion on the subject property. Staff will recommend to the Ministry of Transportation to consider some erosion protection works for this public right-of-way.

#### ***Section 219 Covenant Implications***

Under the conditions of Development Permit No. 60449, the applicants registered the previous engineer's report on title. As this report is being replaced by the second engineer's report, it is recommended that the original section 219 be discharged and new report be registered on title. The applicants are in concurrence with this requirement.

#### ***Building Permit Implications***

The current building permit for the original works is still valid and as a result the applicant will only have to update this permit with the new design information. It is noted that a legal survey confirming the location and maximum height of the works will be required through the Building Permit process.

### **ENVIRONMENTAL IMPLICATIONS**

Fisheries and Oceans Canada have Best Management Practices (BMPs) that must be followed for the installation of any works on the foreshore. In addition to the BMPs, there are 'fisheries windows' during which alteration of the foreshore will have less impact on marine species than at other times, such as during spawning season. Under the current DP, this window is defined between June 1<sup>st</sup> and December 1 of any calendar year. The applicants have obtained approval from Fisheries and Oceans staff to construct the works by February 15<sup>th</sup>, 2007.

### **VOTING**

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

### **SUMMARY**

This is a request to amend Development Permit No. 60449 to reconstruct a concrete lock-block retaining wall and install rip rap erosion protection works for a waterfront property located at 1651 Admiral Tryon Boulevard in French Creek. The works approved under Development Permit No. 60449 were destroyed by a winter storm in December 2005. Since that time, the applicants hired a professional engineer with expertise in coastal engineering who has re-engineered the works. The re-engineered works take a 'harder' approach to providing erosion protection as compared to the previously approved works which incorporated native plantings to improve the aesthetic appeal. It is noted that the proposed reconstruction works will be located entirely within the property and upland of the present natural boundary as determined by the applicants' BCLS in his 2004 survey (*see Schedule No. 2 on page 7*) and no additional variances will be required for this re-construction. The applicants have submitted a new engineer's report to support this amendment. Federal Fisheries has extended the time frame to February 15th. in order to allow sufficient time for the foreshore works to be constructed. The applicants are in concurrence to




register the second engineer's report on title. The applicants have verbally indicated that they will incorporate native plantings to soften the look of the works.

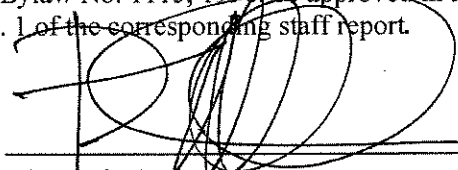
While the proposed works have been re-engineered with a more prominent 'harder' appearance profile, staff feels that under the circumstances there is a necessity to protect the property from further erosion. As the re-engineering of this retaining wall and rip rap erosion protection works are in substantial compliance with the original approved works, staff supports the amendment to Development Permit No. 60449 to place the lock block retaining wall and re-engineered rip rap erosion protection works in the same location as the previous wall and associated works subject to the Conditions of Approval set out in Schedule No. 1.

### RECOMMENDATION

That the Amendment to Development Permit Application No. 60449 to allow the construction of a lock block retaining wall and re-engineered rip rap erosion protection works on the parcel located at 1651 Admiral Tryon Boulevard and designated within the Watercourse Protection Development Permit Area pursuant to the French Creek Official Community Plan Bylaw No. 1115, 1998, be approved in accordance with the Conditions of Approval set out in Schedule No. 1 of the corresponding staff report.

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

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

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

  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:  
*devsvs/reports/2006/dp de brd 3060 30 60449amd Reilly*

**Schedule No. 1**  
**Proposed Amendment to Development Permit No. 60449**  
**Conditions of Approval - Amended**

The following sets out the Conditions of Approval for the Amendment to Development Permit No. 60449:

**1. Development Permit No. 60449**

The conditions of approval as set out in Amendment to Development Permit No. 60449 are in addition to the Conditions of Approval set out in Development Permit No. 60449 unless otherwise specified in this Amendment to Development Permit No. 60449.

**2. Development of the Site**

- a. Schedule No. 3 (Plan and Sections Proposed Works), to be attached to and forming part of this Amendment to Development Permit No. 60449, replacing Schedules No. 3 and 4 of DP 60449.
- b. The 'top' of the rip rap erosion protection works shall not extend into the present natural boundary as determined by Peter Mason, BCLS, in the September 2004 Plan of Survey.
- c. Applicant to replant the area between the foreshore and the existing dwelling unit with native, salt-tolerant species only.
- d. Applicants' BCLS to submit an 'as-constructed' site plan of the completed works certifying the 'toe' of the rip rap erosion protection works does not extend across the present natural boundary as noted in subsection 2.b. above and the height does not exceed 1.0 metre as measured from the natural grade.

**3. Re-Access to the Foreshore through the Public Right-of-Way / Park Land Area**

- a. Applicants to obtain the necessary approvals to cross the public right-of-way from the Ministry of Transportation.
- b. A minimum of five working days prior to commencing the works, the applicants shall flag the area within the public right-of-way proposed to be used for access and contact planning staff to arrange a site inspection.
- c. Within 30 days of completing the erosion protection works, the applicants shall rehabilitate the disturbed area within the right-of-way by replanting native vegetation, where applicable, and restoring the area to its previous condition. Planning staff will conduct a follow up site visit to ensure compliance with this item.
- d. The applicants shall consult with the RDN Recreation and Parks Department to ensure that the disturbed area is reclaimed in a satisfactory manner.

**4. Environmental Protection**

- a. Foreshore construction may only take place during the period of June 1 and February 15 of any calendar year or as otherwise approved by the Department of Federal Fisheries.
- b. All other conditions concerning environmental protection, as set out in Development Permit No. 60449, shall apply.

**5. Reconstruction of Erosion Protection Works**

- a. The reconstruction works shall be in accordance with the design details for the retaining wall and rip rap erosion protection works as set out in the 5 page report plus photos and appendices

entitled Shoreline Protection Repair Work for 1651 Admiral Tyron Blvd. prepared by Hay & Company Consultants dated November 10, 2006.

- b. The installation of the works shall be undertaken under the supervision of a professional engineer with experience in shoreline processes and the installation of shoreline retaining devices.
- c. All other conditions concerning construction, as set out in Development Permit No. 60449, shall apply.

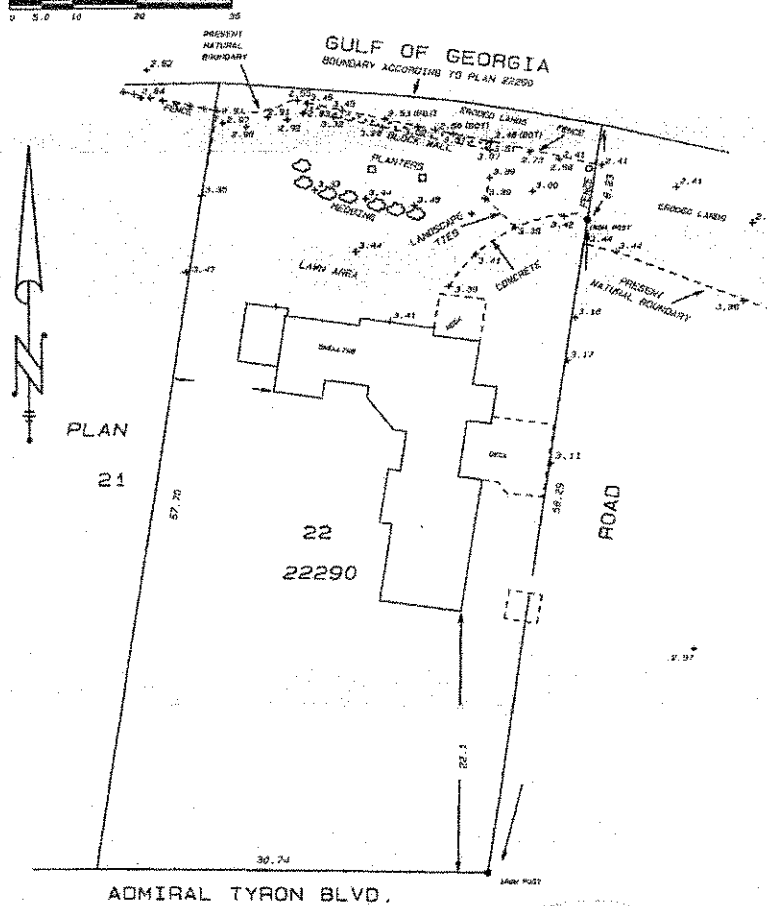
**6. Registration of Section 219 Covenant**

- a. The applicants shall prepare and register at their expense a section 219 covenant, to the satisfaction of the RDN, the 5 page report plus attachments entitled Shoreline Protection Repair Work for 1651 Admiral Tyron Blvd. prepared by Hay & Company Consultants dated November 10, 2006. This covenant is to restrict the development of the retaining wall and rip rap erosion protection works to the works as set out in the report. Applicants to forward draft covenant document to this office for review prior to registration at Land Title Office.
- b. Applicant may discharge the previous section 219 covenant concerning the placement and works of the previously constructed retaining wall and rip rap erosion protection works.

**Schedule No. 2**  
*(Note: no changes proposed – same as Schedule No. 2 in DP 60449)*  
**Proposed Amendment to Development Permit No. 60449**  
**Site Survey**  
**(as submitted by applicant / reduced for convenience)**

PLAN OF SURVEY OF LOT 22, DISTRICT LOT 28,  
NANOOSE DISTRICT, PLAN 22290  
PID 000-458-104

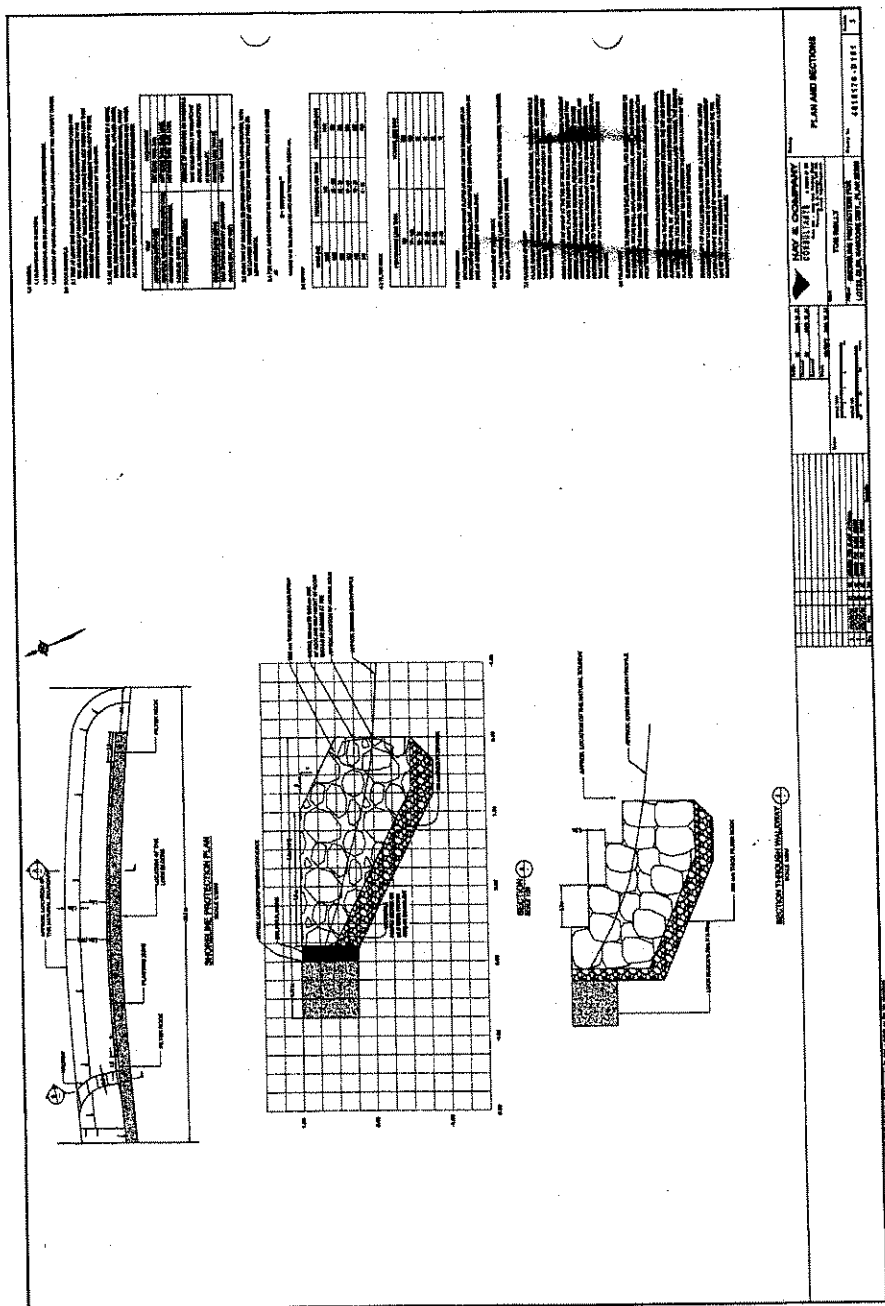
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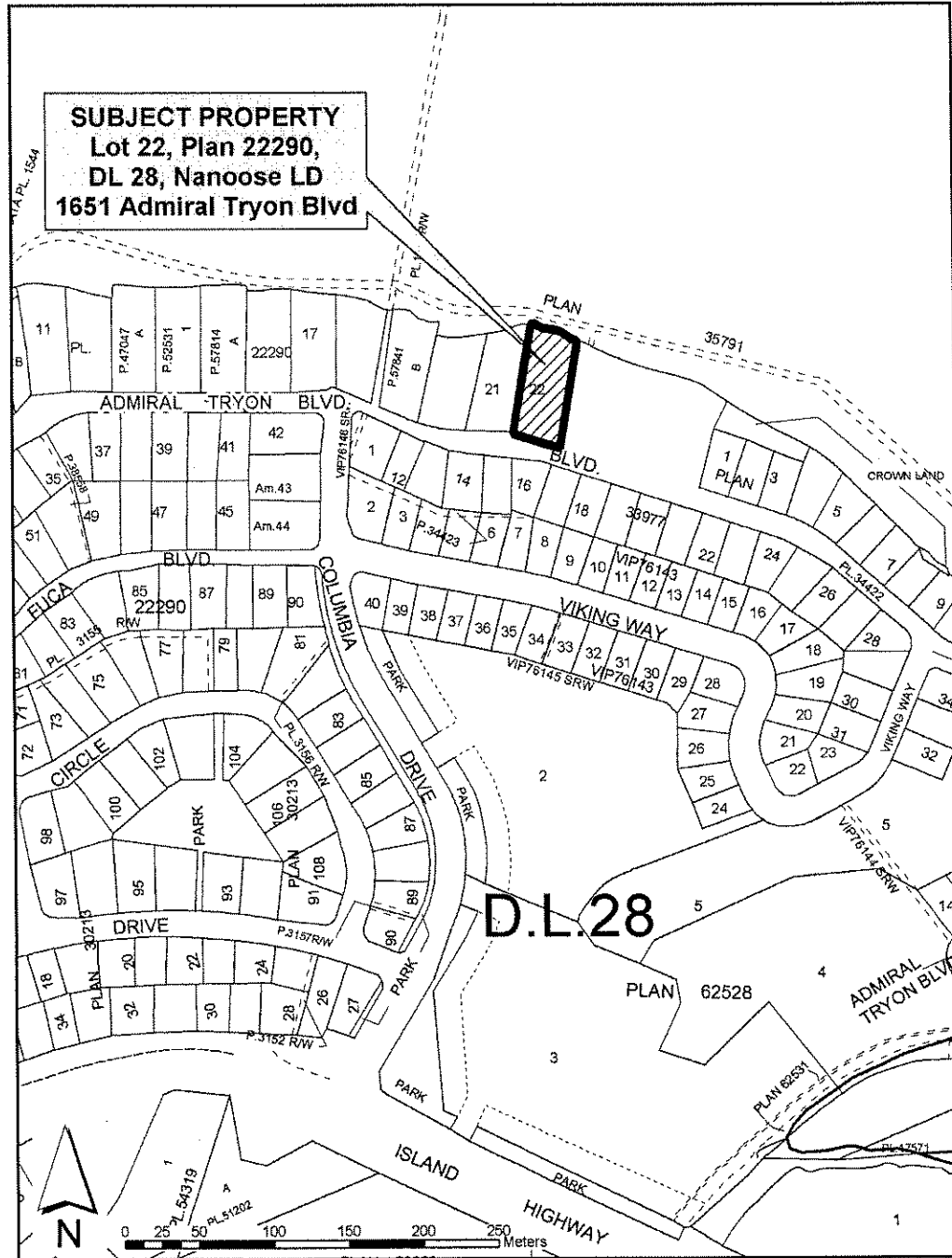
PETER T. HASON  
BRITISH COLUMBIA LAND SURVEYOR  
238 BAYWATCH ROAD  
QUALICUM BAY, B.C.  
V9K 2E1  
TEL: (250) 757-8788  
FAX: (250) 757-0780  
FILE: 03-3070 BMRG Verpage\3000\_701

SURVEYED AND PREPARED BY PETER T. HASON, B.C.L.S.  
SURVEYED SEPTEMBER 2004  
PLAN PREPARED SEPTEMBER 2004  
Peter T. Hason, B.C.L.S.

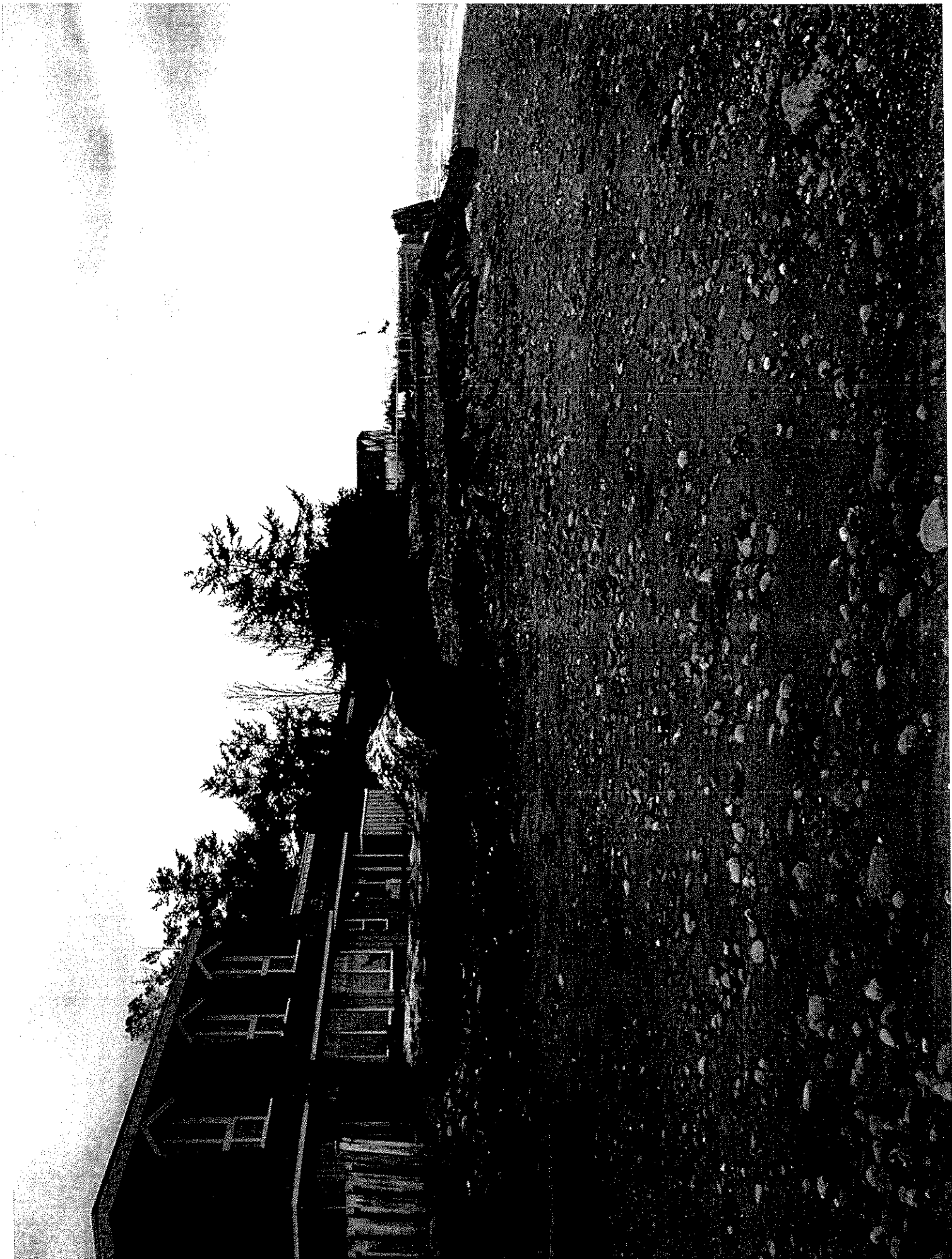
**Schedule No. 3**  
*(Note: replaces Schedule Nos. 3 and 4 of DP60449)*  
**Proposed Amendment to Development Permit No. 60449**  
**Plan and Sections Proposed Works**  
**(as submitted by applicant / reduced for convenience)**

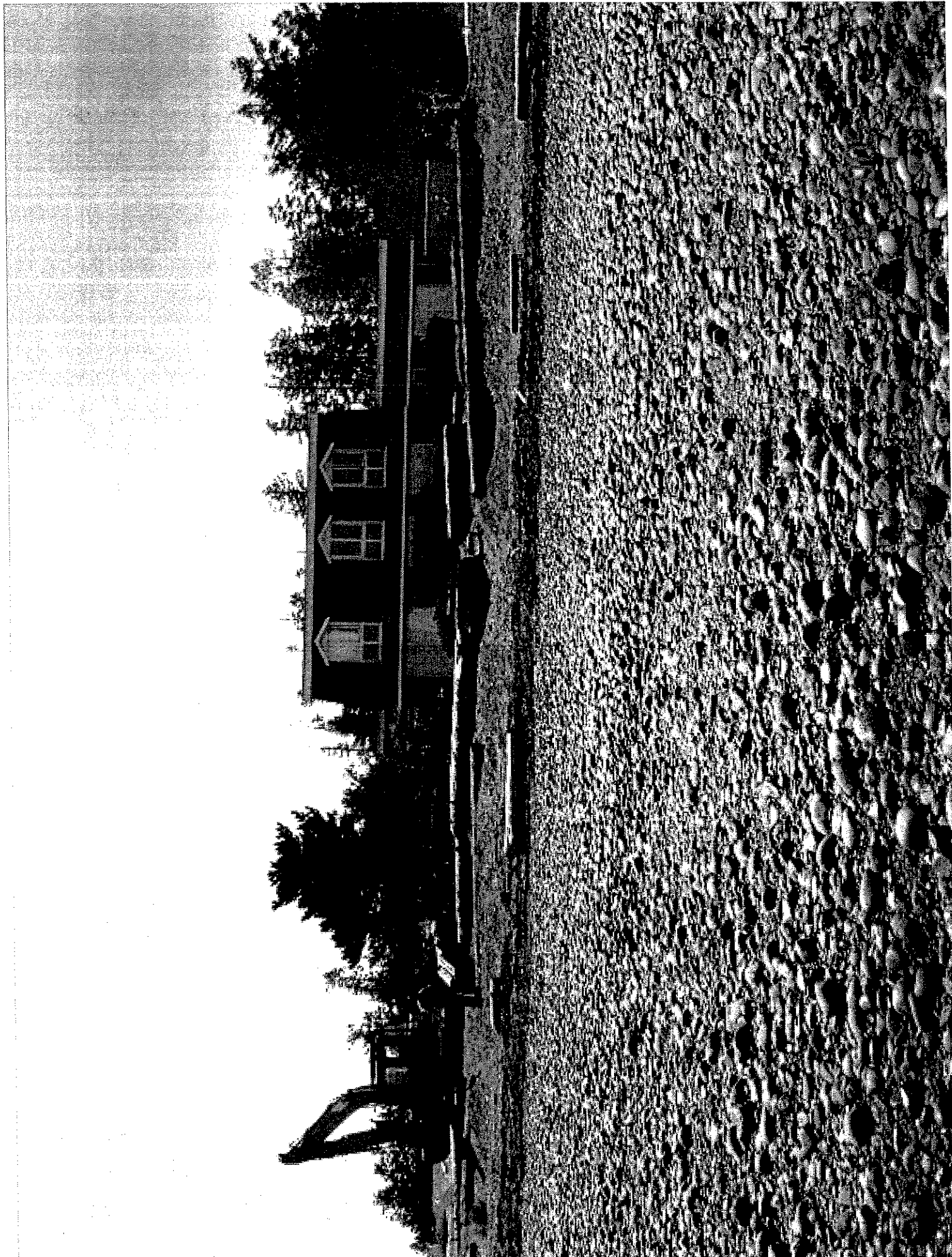


**Attachment No. 1**  
**Proposed Amendment to Development Permit No. 60449**  
**Location of Subject Property**



BCGS Map Sheet No. 92F.039.3.1











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CHAIR	BOARD

MEMORANDUM

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 6, 2006

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

**FILE:** 6130-01 park land

**SUBJECT:** Review of Park Land Dedication in Conjunction with the Subdivision Application Process – Policy C1.5

PURPOSE

To consider additional revisions to Board Policy C1.5 based on feedback and input from the Parks and Open Space Advisory Committees.

BACKGROUND

Pursuant to the *Local Government Act*, where official community plan policies are in place with respect to the provision of park land, the Regional District requires an applicant, as part of a subdivision application, to provide park land or cash in-lieu-of park land or a combination of both.

In April 2004, the Regional Board adopted Policy C1.5 that provided an approach and procedures for Parks and Open Space Advisory Committees (POSACs) for the review of park land dedication or cash in-lieu-of park land dedication as part of the subdivision review process. On July 25, 2006 the Regional Board amended the policy to more accurately reflect a process that was being conducted by Electoral Area Directors, RDN staff and POSACs when dealing with park land dedications or cash in-lieu-of park land. The revised policy also provided for a formal process for the Electoral Area Director to be consulted by staff at the various stages of subdivision proposals when park land dedications were being considered.

At the August 29, 2006 Board meeting, a delegation representing POSAC chairs spoke to the Regional Board in which concerns were raised about the revised policy and the limitations that it had on the advisory committees, particularly around the reduction of the POSAC's ability to make formal recommendations on park land dedications or cash in-lieu-of park land proposals. The Board subsequently made the following recommendation:

*"That the concerns raised by the Electoral Area Parks and Open Space Advisory Committees be referred to a meeting with the Advisory Committees' Chairpersons, the Electoral Area Directors and staff."*

Following the meeting on September 28, 2006 with the Electoral Area Directors and POSAC chairs, revised drafts of the policy were circulated and commented on by Area Directors and POSAC chairs leading up to amended policy being recommended in this report.

The proposed amended policy now provides for the opportunity for POSACs to attend a preliminary site meeting with the applicant, the Electoral Area Director and RDN staff. In addition the Committee is to attend a second site meeting at the property being proposed for subdivision of which the area being identified as park land is identified by way of stakes or flag. Following the second site meeting and prior to a Public Information Meeting, the POSAC is to review and make recommendations of the proposal either at their next scheduled regular POSAC meeting, or if time is of the essence, at a mutually convenient time for all parties.

## **ALTERNATIVES**

1. That the revised Policy C1.5, Review of Park Land Dedication in Conjunction with the Subdivision Application Process, be adopted as presented in Appendix 1.
2. That the revised Policy C1.5, Review of Park Land Dedication in Conjunction with the Subdivision Application Process, not be adopted as presented in Appendix 1 and alternative direction provided.

## **PUBLIC CONSULTATION IMPLICATIONS**

The existing policy currently limits the first site meeting to the Chair or designate of the POSAC in addition to the Area Director and RDN staff, the second site meeting includes the full POSAC in which they were to provide comments only on the applicant's proposal. There is no requirement in the current policy for the advisory committees to make recommendations on park land dedication proposals therefore a POSAC meeting was not required for this purpose.

Under the revised policy, Parks and Open Space Advisory Committees would have two opportunities at the subdivision site to review the land being proposed for park land dedication or cash in-lieu-of park lands. In addition, the policy has also been amended to provide for POSACs to make formal recommendations on the proposal at a scheduled POSAC meeting in advance of the Public Information Meeting.

## **FINANCIAL and RESOURCE IMPLICATIONS**

The current policy reduces staff time and overtime costs by limiting the number of meetings. In addition the need for a formal POSAC meeting to review and provide a formalized recommendation to the Electoral Area Planning Committee is not required thus reducing the staff costs that were being incurred.

The revised policy now provides for full committee input at the two site meetings and at a formal POSAC meeting. The two site meetings are recommended to be conducted on the property under consideration for sub-division, between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday excluding statutory holidays. It is the preference by POSAC chairs for the site second meeting to be

held at a mutually convenient time, which could be outside of regular business hours, however associated staff time and overtime costs would be incurred. Should the applicant's proposal also have to be considered outside of regularly scheduled POSAC meeting in order to ensure the subdivision proposal can be processed in a reasonable period of time, this too would increase staff time and over time costs for unionized Park staff.

## CONCLUSION

In April 2004, the Regional Board adopted Policy C1.5 that provided an approach and procedures for Parks and Open Space Advisory Committees (POSACs) for the review of park land dedication or cash in-lieu-of park land dedication as part of the subdivision review process. On July 25, 2006 the Regional Board amended the policy to more accurately reflect a process that was being conducted by Electoral Area Directors, RDN staff and POSACs when dealing with park land dedications or cash in-lieu-of park land.


At the August 29, 2006 Board meeting, a delegation representing POSAC chairs spoke to the Regional Board in which concerns were raised about the revised policy and the limitations that it had on the advisory committees, particularly around the reduction of the POSAC's ability to make formal recommendations on park land dedications or cash in-lieu-of park land proposals.

Following a meeting with the Electoral Area Directors and POSAC chairs, revised drafts of the policy were circulated and commented on by Area Directors and POSAC chairs leading up to amended policy being recommended in this report to address the primary issues raised by the POSAC at the August Board meeting.

## RECOMMENDATION

That the revised Policy C1.5, Review of Park Land Dedication in Conjunction with the Subdivision Application Process, be adopted as presented in Appendix 1.

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

  
\_\_\_\_\_  
CAO Concurrency

COMMENTS:

Appendix 1

## REGIONAL DISTRICT OF NANAIMO

# P O L I C Y

SUBJECT:	<i>Review of the Consideration of Park Land in Conjunction with the Subdivision Application Process</i>	POLICY NO:	C1.5
		CROSS REF.:	
EFFECTIVE DATE:	April 13, 2004	APPROVED BY:	Board
REVISION DATE:	July 25, 2006 December 12, 2006	PAGE	1 of 3

### PURPOSE

To provide a consistent approach and procedures for the review of park land dedication or cash in-lieu-of park land dedication or a combination of both as part of the subdivision review process where an Electoral Area Official Community Plan provides this option to the Regional Board.

### BACKGROUND

Pursuant to the *Local Government Act*, where official community plan policies are in place with respect to the provision of park land, the Regional District will require an applicant, as part of a subdivision application, to provide park land or cash in-lieu-of park land or a combination of both.

### PROCEDURES

Where the applicable Electoral Area Official Community Plan (OCP) provides direction to the Regional Board in its consideration of park land dedication at the time of subdivision pursuant to section 941 of the *Local Government Act*, and the park land proposal is consistent with the applicable OCP policies, the process involving Parks and Open Space Advisory Committees (POSAC) will be as follows:

1. Planning staff will hold preliminary meeting with designated Park staff on the subdivision application.
2. Planning staff will coordinate, at a mutually convenient time, a preliminary meeting with the applicant, applicable Electoral Area Director, Electoral Area POSAC and the designated Park staff. This meeting will be conducted on the property under consideration for sub-division, between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday excluding statutory holidays.

3. Based on outcomes from the meeting (see Step No. 2), the applicant will prepare the necessary park land dedication or cash in-lieu-of park land proposal information for review by staff, the Electoral Area Director, and the Electoral Area POSAC.

If the applicant is proposing acceptance of cash in-lieu-of park land and the applicable OCP policies support this for the proposed subdivision, proceed to Step 6. If not, proceed to Step 4.

4. Planning staff will compile referral information on the park land dedication proposal for review and comment by the applicable POSAC. The referral to the POSAC will include the relevant application information, applicable OCP policies, applicable Park Plan policies, a return date for POSAC comments in advance of the Public Information Meeting noted below in Step 7, and any other relevant information from RDN parks and trails planning documents or information from any applicable documents from Provincial Ministries.
5. The applicant will stake and/or flag the boundaries of the area proposed for park land in addition to the subdivision's parent parcel boundaries. Park and Planning staff will coordinate a site meeting with the applicant and the applicable POSAC and Electoral Area Director between the hours of 9:00 am and 4:00 pm, Monday through Friday excluding statutory holidays.
6. The park land dedication or cash in-lieu-of park land proposal will be discussed at the regular scheduled POSAC meeting of which the applicant can attend. If time is of the essence, park staff will coordinate an earlier meeting at a mutual convenient time for the POSAC, the Electoral Area Director, Park staff and the applicant. The POSAC will then submit recommendations and comments on the form attached to the policy for consideration by the Regional Board. The POSAC in its recommendations of the proposal will take into account applicable park land policies, park land operational matters and any other park related issues that the committee may wish to have taken into consideration by the Regional Board in its assessment of the submitted park land proposal.
7. The Planning Department, in consultation with the Electoral Area Director, will directly arrange for the holding of a Public Information Meeting (PIM) on the proposal if it provides for park land dedication or cash in-lieu-of park land.
8. Public notification for a Public Information Meeting will include 1 newspaper advertisement not less than 3 days nor more than 10 days prior to the date of the meeting, notices of the meeting mailed to all property owners within 100 metres of the subject property, and notice of the meeting forwarded to the members of the applicable POSAC. A sign at the subject property will be posted that will notify area residents of the Public Information Meeting.

At the PIM, a document will be distributed that summarizes the parkland or cash in-lieu-of parkland proposal and includes the recommendations from the POSAC on the proposal.

9. Following the Public Information Meeting, and if required, Planning staff will coordinate subsequent meetings with the applicant, the Electoral Area Director and Park staff to review information received from the Public Information Meeting and comments from the applicable

POSAC. The applicant may be requested to revise the park land proposal based on feedback from the POSAC, the Public Information Meeting, the Electoral Area Director and RDN staff.

10. Planning staff will then prepare a report on the request for acceptance of park land or cash in-lieu-of park land dedication or a combination of both for the consideration of the Electoral Area Planning Committee of the Regional Board. This report will include the following information, but not be limited to:
  - a) The referral form with recommendation and comments from the applicable POSAC;
  - b) The summary proceedings from the PIM;
  - c) A technical evaluation that includes applicable official community plan objectives and policies and other matters, relative to the proposal; and,
  - d) A recommendation(s).



**PARK LAND DEDICATION REVIEW**  
**Referral Form**  
**Parks and Open Space Advisory Committee**

Advisory Committee Name: \_\_\_\_\_

In conjunction with the subdivision application for the property legally described as:

\_\_\_\_\_

and located at \_\_\_\_\_

Attachments:

- Location map
- Park Proposal Map
- Other \_\_\_\_\_

The Parks and Open Space Advisory Committee has reviewed the request submitted by the applicant/owner and forwarded by the Regional District Planning Department for either dedication of park land or cash in-lieu-of park land or a combination of both and has the following advisory comments and recommendations to the Electoral Area Planning Committee and the Regional District Board:

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

*Note:*

*POSAC comments and recommendations must be submitted to the RDN Recreation and Parks Department two business days prior to the Public Information Meeting.*





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**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 5, 2006

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

**FILE:** 0360-20-GIPR

**SUBJECT:** Gabriola Island Parks and Open Space Advisory Committee

**PURPOSE**

To consider a revised Terms of Reference for the Gabriola Island Parks and Open Space Advisory Committee.

**BACKGROUND**

In January 2003, the Regional Board approved the Term of Reference for Gabriola Island Parks and Open Space Advisory Committee and soon thereafter Committee appointees were made by the Regional Board and the Committee became operational.

The Committee provides opportunities for local community residents to be actively involved in advising the Regional Board and staff on park management and trail initiatives in addition park related community concerns are forwarded to the Board by way of Committee meeting minutes. The Area 'B' Community Parks program has been fairly active with a number of significant issues related to community park improvements, trail construction and beach access improvements.

Currently, the Terms of Reference for the Committee do not include the Director's membership on the Committee. The Director has now indicated that in order to have more direct involvement in the Committee's recommendations, that the Terms of Reference be amended to identify that the Director sit on the Committee, with the option for the Director to Chair the Committee.

Staff have amended the Terms of Reference attached as Appendix 1 to provide for the requested change.

## ALTERNATIVES

1. Approve the revised Terms of Reference for the Gabriola Island Parks and Open Space Advisory Committee.
2. Not approve the Committee Terms of Reference at this time and provide alternative direction

## FINANCIAL IMPLICATIONS

There are no financial implications to amending the Terms of Reference. Committee and staff liaison costs will continue to be included within the Area 'B' Community Parks Function and Budget.

## CONCLUSIONS

In January 2003, the Regional Board approved the Term of Reference for Gabriola Island Parks and Open Space Advisory Committee. The Area 'B' Community Parks program has been fairly active with a number of significant issues related to community park improvements, trail construction and beach access improvements.

Currently, the Terms of Reference for the Committee do not include the Director's membership on the Committee. The Director has now indicated that in order to have more direct involvement in the Committee's recommendations, that the Terms of Reference be amended to identify that the Director sit on the Committee, with the option for the Director to Chair the Committee. The revised Terms of Reference are attached as Appendix 1.

## RECOMMENDATION

That the revised Terms of Reference for the Gabriola Island (Electoral Area 'B') Parks and Open Space Advisory Committee be approved.



Report Writer



CAO Concurrency

COMMENTS:

## ATTACHMENT 1

### Gabriola Island (Electoral Area 'B') Parks and Open Space Advisory Committee

#### Terms of Reference

(Revised December 2006)

#### Purpose:

To establish a Parks and Open Space Advisory Committee for Gabriola Island and Electoral Area 'B'. The Committee will advise and provide information to the Regional District of Nanaimo Board regarding parks and open space issues in Electoral Area 'B'.

#### Membership:

1. The Electoral Area 'B' Parks and Open Space Committee will be appointed by the Regional Board as follows:
  - The Electoral Area 'B' Director or Alternate Director.
  - Up to eight Members at Large who will be residents of Electoral Area 'B'.
2. The Committee will consist of a maximum of nine members. The Committee may operate without all positions being occupied. A quorum shall consist of five members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with four members appointed for a two-year term and four members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Director will be on the Committee for their three-year tenure as a Board member.

#### Procedures:

1. At his or her discretion, the Electoral Area Director will decide prior to first meeting of each calendar year to sit as the Chairperson for the Committee. Should the Electoral Area Director opt not to sit as the Chairperson, the Committee shall elect a Chairperson and Recording Secretary annually at the first meeting of each calendar year.
2. The Committee may meet as required but will structure its activities to meet approximately four times per year.

3. Minutes of Committee meetings will be forwarded to the Regional District Board for information.

**Responsibilities:**

1. Make recommendations and provide advice to the Regional Board regarding a wide range of parks and public open space issues including:
  - Acquisition of community park sites.
  - Subdivision parkland dedications.
  - Development and maintenance issues for community park sites.
  - Establish priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of parks and open space projects including:
  - Volunteer neighbourhood and community park development projects.
  - Community input regarding park planning and acquisition priorities.
  - Trail system planning and development.
  - Waterfront access.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on parks and open space issues.

**Financial Consideration:**

There is currently funding available through the Regional District's Electoral Area 'B' community parks function. The Committee will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for expenditures from these budgets for parks and open space purposes. The Committee will also have the ability to look at a variety of other funding sources and strategies and make recommendations to the Regional District regarding the collection and use of these funds.

**Reporting and Authority:**

The Committee has a responsibility to act in the best interests and within the policies and guidelines established by the Regional District in the provision of their services on parks and open space matters within Electoral Area 'B'.



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**MEMORANDUM**

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

November 30, 2006

**FROM:** Petra Wildauer  
Superintendent, Solid Waste Facilities

**FILE:** 1240-20-SW

**SUBJECT:** Landfill Refuse Compactor

**PURPOSE**

To award the acquisition of a refuse compactor for the Regional Landfill.

**BACKGROUND**

Compaction of garbage is essential to the efficient operation of a sanitary landfill. From a public health perspective, daily compaction and covering of garbage with soil minimizes problems associated with rodents, birds, and litter. From an environmental perspective proper compaction and cover reduces leachate and odour production. From an economic perspective compaction saves space, which can mean substantial cost savings over the life of any landfill.

A CAT 826 refuse compactor is currently used at the Regional Landfill. This piece of equipment was leased from Finning in 2002. The term of lease was four years and expired in November 2006.

A tender was recently issued to replace this mobile landfill refuse compactor. In addition to quoting a purchase price, vendors were required to identify rental, lease and sale back options.

From three submitted tenders two were complete and are outlined below:

Vendor	Equipment	Purchase Price	Guaranteed Buy Back	Net Cost before lease financing charges
Brandt Tractor	Bomag BC772RB	\$519,900	\$120,000	\$399,900
Finning	CAT 826H	\$550,464	\$273,400	\$277,064

The lowest net cost was received from Finning at a cost of \$277,064, however, there is a longer potential delivery date for the Finning equipment which adds to the overall cost. Staff have reviewed financing terms with the Municipal Finance Authority (MFA) and can report that even with the longer delivery period, the total net cost for the Finning equipment is less than the Brandt Tractor equipment. The results are as follows:

	<b>Brandt Tractor</b>	<b>Finning</b>
Total cost financed with Municipal Finance Authority	\$466,464	\$361,344
Add: additional interim rental costs	34,000 (March 2007)	59,500 (June 2007)
Total cost	\$500,464	\$420,844

The most cost effective option involves financing the equipment over a four year term and then returning the equipment to the original vendor at a guaranteed residual price.

**ALTERNATIVES**

1. Award the tender for the acquisition of a CAT 826H landfill refuse compactor to Finning and authorize the General Manager Finance and Information Services to execute a four year lease with the Municipal Finance Authority.
2. Do not award the tender.

**FINANCIAL IMPLICATIONS**


The current lease with Finning is included in the 2006 Solid Waste Facilities budget at \$104,950 annually. Under the proposed MFA lease program the annual cost will be \$96,660.


**SUMMARY/CONCLUSIONS**

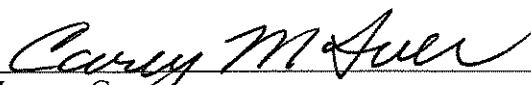
Garbage compaction is essential to the effective operation of a modern sanitary landfill. Proper compaction and cover reduces leachate and odour production, as well as saves space, which can mean substantial cost savings over the life of any landfill. The four-year lease for the current refuse compactor at the Regional Landfill expired in November 2006. A tender was issued for a refuse compactor sized to meet current operational requirements. Finning submitted the lowest qualified bid on a net basis.


**RECOMMENDATION**

That Finning be awarded the supply of a CAT 826H landfill refuse compactor for a purchase price of \$550,464 and that the General Manager, Financial and Information Services be authorized to execute a four year lease to finance this purchase.

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

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

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

  
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 CAO Concurrence

COMMENTS:



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			DATE:

# MEMORANDUM

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

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

**SUBJECT:** Liquid Waste Management  
French Creek Pollution Control Centre (FCPCC)  
Headworks Upgrade

**FILE:** 5330-20-FCPC-  
STAGE3/PHASE1A UPGRADE

**DATE:** November 28, 2006

## PURPOSE

To consider the purchase of two influent screens for the French Creek Pollution Control Centre (FCPCC) Headworks Upgrade.

## BACKGROUND

The influent screens at the FCPCC are the first step in the wastewater treatment process. The influent screens allow liquid waste to be passed through openings while solid materials, called screenings, are retained. The FCPCC's influent screens are aging, are in poor mechanical condition and are not removing solid materials as effectively as desired. As a result, staff propose to replace the existing bar screens with new stainless steel perforated plate screens.

The key objectives of this purchase are to address the following issues:

- The poor mechanical condition and performance of the existing screens,
- The corrosive humidity and mist created by the existing spray wash system, and
- The desire for an automated screening system for the bypass channel.

The Greater Nanaimo Pollution Control Centre (GNPCC) recently completed a similar upgrade. Aging influent screens were replaced with stainless steel perforated plate screens. The RDN received three bids for supplying influent screens for the GNPCC Headworks Upgrade. Our consultants reviewed the bids and concluded that the Waste Tech Inc. units were the least costly units and require the least amount of maintenance. Our consultants recommended Waste Tech units both from a capital and net present value basis.

Staff recommend purchasing Waste Tech units for the FCPCC. Advantages of purchasing these units include:

- Require only one set of parts,
- Staff only have to be trained on one set of equipment, and
- Reduction in costs of periodic specialized maintenance requiring off-island specialists as expenses can be split between both facilities.

Waste Tech has provided a price of \$285,642 to supply the FCPCC influent screens. Our 2006 budget for this project is \$550,000 (50% DCC) of which \$453,000 was intended to be used for the purchase and installation of the influent screens. Installation is projected to cost \$126,000. Based on Waste Tech's price of \$285,642 there are sufficient funds to purchase the screens and complete the project. The installation of the screens will improve the operation of the FCPCC.

**ALTERNATIVES**

1. Award an equipment procurement contract to Waste-Tech Inc. to provide two influent screens for the proposal price of \$285,642.
2. Tender an equipment procurement contract for the two influent screens.

**FINANCIAL IMPLICATIONS**

**Alternative 1**

The 2006 RDN budget is \$550,000 (50% DCC) for this project. Waste-Tech's price of \$285,642 for the two influent screens for FCPCC is competitive. Based on our projected construction costs there is adequate money in the budget for the completion of this project.

**Alternative 2**

The Liquid Waste Department does not recommend tendering this contract since Waste-Tech was recently the successful proponent of a tender process for GNPCC Headworks Upgrade. Waste-Tech's screens for GNPCC were found to be the least costly and require the least amount of maintenance. In addition, GNPCC operators are now familiar with the Waste-Tech screens and operation and maintenance expertise could be shared with FCPCC operators.

**SUMMARY/CONCLUSIONS**

The FCPCC's influent screens are aging, are in poor mechanical condition and are not removing solid materials as effectively as desired. As a result, staff propose to replace the existing bar screens with new stainless steel perforated plate screens.

The successful installation and operation of the Waste-Tech screens at the GNPCC has resulted in our consultants recommending their use at FCPCC.

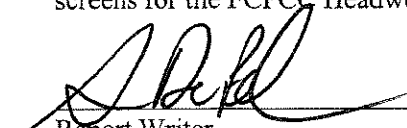
Other benefits of choosing Waste-Tech screens for the FCPCC include equipment procurement and design efficiencies. Savings in and costs would be passed on to the RDN since Associated Engineering prepared the equipment procurement time contract and installation contract documents for the GNPCC screening upgrade. In addition, GNPCC operators are now familiar with the Waste-Tech screens and operation and maintenance expertise could be shared with FCPCC operators. There may also be opportunities to share spare parts and service representative site visits.



Most importantly, the Waste-Tech screens would solve the FCPCC's current screening problems by replacing the aging bar screens with new stainless steel perforated plate screens. Perforated plate screens are more effective at removing rags and long materials/fibres than bar screens. Furthermore, the Waste-Tech screens use self-cleaning brushes to remove screenings from the screen, eliminating much of the humidity and mist caused by spray nozzles.

Our 2006 budget for this project is \$550,000 (50% DCC) of which \$453,000 was intended to be used for the purchase and installation of the influent screens. Installation is projected to cost \$126,000. Based on Waste Tech's price of \$285,642 there are sufficient funds to purchase the screens and complete the project.

**RECOMMENDATION**

That the RDN award the equipment procurement contract to Waste-Tech Inc. to provide two influent screens for the FCPCC Headworks Upgrade for the price of \$285,642.

  
Report Writer

  
General Manager Concurrence  
  
C.A.O. Concurrence

COMMENTS:





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**MEMORANDUM**

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

**DATE:** November 28, 2006

**FROM:** Mike Donnelly, ASCT  
Manager of Utilities

**FILE:** 1855-04  
5330-20-WATER-SCADA

**SUBJECT:** Supervisory Control and Data Acquisition (SCADA)  
Infrastructure Planning (Study) Grant Application

**PURPOSE**

To obtain Board support for Infrastructure Planning (Study) Grant Applications for the development of a Supervisory Control and Data Acquisition (SCADA) plan for the RDN water service areas.

**BACKGROUND**

The 2006 Water Service area budgets contain funding for the development of a SCADA system plan for all RDN water service areas. SCADA is a system approach that allows for the control and monitoring of water provision infrastructure from a remote location. SCADA provides an overview of the water collection and distribution systems at any given time from one location and allows for control of those systems from a remote location. As well, SCADA allows for the acquisition of pertinent operational data that assists in day to day and long term operational decision making.

It is proposed that the RDN Utilities Department partner with AquaVic Ltd. of Victoria, located on the University of Victoria campus, to develop a SCADA Procurement Framework for the RDN water service areas. AquaVic Ltd. provides integrated services for the protection of drinking water and the sustainable management of water supplies. This company has been working with the Ministry of Community Services to identify ways in which to assist small water systems in the Province with the procurement of SCADA systems. The Ministry has identified the need to move in this direction as the technology assists in water system management.

The Procurement Framework would include a needs assessment, specifications for required equipment and budgeting estimates for each system. Working with AquaVic Ltd. on this project will give the RDN an in depth SCADA plan that would otherwise not been achievable with the funding available.

The Ministry of Community Affairs is supportive and AquaVic Ltd. is interested in partnering with the RDN in the development of this Procurement Framework. The RDN's range of water service provision combined with the varying size of the seven water systems provides a broad range of challenges that will assist in developing a model that will be usable across the Province.

The Ministry of Community Affairs supports this project and has noted they will consider applications for Study Grant funding. The applications must be approved by the Board before they can be considered by the Ministry. Grants usually cover 100% of the first \$5,000 in study costs plus 50% of the next \$10,000 to a maximum grant of \$10,000.

**ALTERNATIVES**

1. Approve submission of the Infrastructure Planning (Study) Grant applications for the development of SCADA systems for each of the seven RDN Water Service areas.
2. Do not approve submission of the grant applications.

**FINANCIAL IMPLICATIONS**

AquaVic Ltd. has estimated the cost of the project to be \$38,848. The RDN budget in place is \$20,000. The Ministry of Community Affairs indicates they will consider supporting the project in two phases to a total of \$20,000. Combining both RDN and Ministry funding will be sufficient to address the costs of this project.

Proceeding in partnership with AquaVic Ltd. as part of the development of the SCADA Procurement Framework will provide the RDN with a more comprehensive and useable product and will provide the Ministry of Community Affairs with an important advancement in support of small water systems in the Province.

**SUMMARY/CONCLUSIONS**

The RDN Utilities Department has budgeted for the development of a Supervisory Control and Data Acquisition (SCADA) plan for the seven RDN water systems. SCADA systems allow for remote operation and data acquisition of water production and distribution systems.

The RDN and AquaVic Ltd. of Victoria wish to partner in the development of the SCADA Procurement Framework tool that will assess the RDN water system needs and develop specifications and budgets for future implementation. Working with AquaVic Ltd. on this project will give the RDN an in depth SCADA plan that would otherwise not been achievable with the funding available.

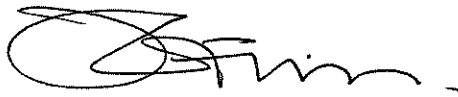
The Ministry of Community Affairs is very interested in the development of the SCADA Procurement Framework tool for small water system operators and as a result is willing to support Planning (Study) Grants for the project. This tool, once developed, will be made available through the Ministry of Community Affairs to all small water system operators in the Province.


The applications for these grants require Board support.

**RECOMMENDATION**

That the Board support the applications to the Ministry of Community Affairs for planning grants to support the Supervisory Control and Data Acquisition (SCADA) project for the RDN water service area systems.

  
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Report Writer

  
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General Manager Concurrence

  
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C.A.O. Concurrence

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**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 5, 2006

**FROM:** Maureen Pearse  
Senior Manager, Corporate Administration

**FILE:**

**SUBJECT:** Nanaimo Airport Service Bylaws No. 1505 and 1506

**PURPOSE**

To report the results of the alternative approval process for “Nanaimo Airport Support Service Establishment Bylaw No. 1505, 2006” and “Nanaimo Airport Support Service Loan Authorization Bylaw No. 1506, 2006”.

**BACKGROUND**

At its regular meeting held September 26, 2006 the Board introduced “Nanaimo Airport Support Service Establishment Bylaw No. 1505, 2006” and “Nanaimo Airport Support Service Loan Authorization Bylaw No. 1506, 2006” for first three readings. In accordance with the *Community Charter* the Board chose to seek the assent of the electors through the alternative approval process.

Bylaws 1505 and 1506 were created as a result of the Nanaimo Airport’s inability to secure agreements with two property owners to secure the rights to enter onto their property and remove or top trees to ensure a safe flight path. Bylaw No. 1505 proposes to establish a service to provide support and assistance to the operation of the Nanaimo Airport. Bylaw No. 1506 would authorize the borrowing of up to \$2.5 million to acquire land for the use of the Nanaimo Airport. The boundaries of the service area include Electoral Areas A, B, C, the City of Nanaimo and the District of Lantzville.

In order to receive the assent of the electors, the number of elector response forms received could not exceed 10% of the electors for the proposed participating area. Section 86 of the *Community Charter* states:

*“that approval of the electors by alternative approval process is obtained if at the end of the time for receiving elector responses, the number of elector responses received is less than 10% of the number of electors of the area to which the approval process applies.”*

For the purpose of conducting the alternative approval process, the number of eligible electors in the service area was determined to be 70,372 electors. In order for the bylaws to receive the assent of the electors less than 10% or 7,037 elector response forms must have been received by the deadline of December 4, 2006. The total number of elector response forms received by December 4, 2006 was 60 (0.085% of electors). As the total number of elector response forms received was less than 10% of the electors, the bylaws are deemed to have received the assent of the electors. While the assent was obtained

by using the alternative approval process for the entire service area, the breakdown of responses received was as follows:

<i>Area</i>	<i># of Valid Elector Responses Received</i>
A	25
B	6
C	8
City of Nanaimo	21
Dist. Of Lantzville	0
<b>Total</b>	<b>60</b>

## ALTERNATIVES

1. That "Nanaimo Airport Support Service Establishment Bylaw No. 1505, 2006" and "Nanaimo Airport Support Service Loan Authorization Bylaw No. 1506, 2006" be adopted.
2. That the Board not proceed with the adoption of these bylaws.

## FINANCIAL IMPLICATIONS

Bylaw No. 1506 provides that the maximum amount the Board may borrow is approximately \$2.5 million for the purpose of acquiring land for the Nanaimo Airport. Based on a residential property assessed at \$100,000, the cost to the individual homeowner would be \$1.60 (\$0.016 per \$1,000 of assessed value).


## SUMMARY/CONCLUSIONS

At the September 26, 2006 Board meeting, "Nanaimo Airport Support Service Establishment Bylaw No. 1505, 2006" and "Nanaimo Airport Support Service Loan Authorization Bylaw No. 1506, 2006" received first three readings. The Board sought the assent of the electors through the alternative approval process. In order to receive the assent of the electors, the number of elector response forms received could not exceed 10% (7,037) of the electors for the proposed participating area. The total number of responses received by the deadline of December 4, 2006 was 60, therefore the bylaws are deemed to have received the assent of the electors. Staff are recommending adoption of the bylaws.

## RECOMMENDATION

1. That "Nanaimo Airport Support Service Establishment Bylaw No. 1505, 2006" be adopted.
2. That "Nanaimo Airport Support Service Loan Authorization Bylaw No. 1506, 2006" be adopted.

  
 Report Writer

  
 CAO Concurrence



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**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 4, 2006

**FROM:** Linda Burgoyne  
Administrative Assistant

**FILE:**

**SUBJECT:** Departmental Accomplishments for 2006

**PURPOSE:**

To provide the Board with a summary of departmental highlights listing major projects achieved in 2006.

**BACKGROUND:**

This has been a very busy and productive year for all departments of the Regional District. Following are some of the highlights of the departmental accomplishments for 2006.

Corporate Services

- Implementation of the new organizational structure.
- Partnership project team participated in three missions, two to Ghana and one to Canada, during the second year of the Ghana partnership project to establish a Solid Waste Management Plan for the Sunyani Municipal Assembly. An evaluation report on the overall project will be finalized by the end of the year.
- Communications initiatives were developed for the Sustainability Initiative, Mt. Benson Regional Park (in concert with the Nanaimo & Area Land Trust), Nova Bus launch (with BC Transit), Mt. Arrowsmith Massif, Barclay Crescent Sewer Project and the Recreation Services Master Plan for Oceanside.
- Successful Strategic Planning Workshop was held with the Board of Directors. As a result of this workshop the "Leadership in Creating Sustainable Communities – the 2006-2009 Strategic Plan" was achieved.
- Finance department continued to increase the number of email and direct bank payments of accounts, reaching a full 60% of our customer base in 2006.
- Information Services:
  - led a cross departmental team which reviewed and made recommendations to proceed with a software solution for property based transactions;
  - improved the management and cost of handling organizational critical data storage by introducing a storage area network;
  - improved telecommunications from the Administration headquarters to certain external office locations by introducing a voice over internet protocol telephone system.

Development Services

- Completed the State of Sustainability Report, a 400 page document containing a set of indicators outlining how well the RDN is doing in achieving its sustainability goals.
- Initiated an Official Community Plan (OCP) review for Electoral Area G, produced a technical background report and held nine public meetings to get feedback from the community on desired amendments to the three existing OCP's.
- Implemented parts of the Nanoose Bay Official Community Plan related to parcel size through amendments to the zoning bylaw.
- Implemented the Riparian Areas Regulation by amending all nine official community plans. Currently waiting for provincial approval.
- The Building Inspection department hosted a two day level 2 building code training seminar and a two day level one plumbing training seminar.

Environmental Services

Solid Waste:

- Waste Stream Management Licensing Bylaw Implementation;
- RDN Corporate Climate Change Plan underway, to be completed in 2007;
- New and emerging technologies review;
- Commercial food waste ban diverted 5000 tonnes from the landfill;
- Detailed hydro-geological assessment - 6 new groundwater wells and 1 background well;
- Regional landfill and transfer station road paving and weigh scale upgrades;
- Tenders for rubber tired wheeled loader and the landfill refuse compactor were awarded.

Utilities & Engineering:

- Barclay Crescent sewer project was completed for 235 homes in Electoral Area 'G' with a budget of \$3.4 million.
- Introduced an updated the water leak policy;
- WaterSmart summer education outreach program;
- Water quality study, French Creek Water & Nanoose Bay Peninsula water audit studies;
- Water service areas security review;
- Established the Drinking Water Watershed Protection Stewardship Committee;
- Water user rate review;
- Water quality treatment study;
- Maple Lane water main replacement & French Creek reservoir rehabilitation projects;
- Rehabilitation of Fairwinds/Westbay wells and two Nanoose area wells;

Liquid Waste:

- Successful ISO 14001 registration surveillance audit;
- GNPCC wet weather computer modeling;
- FCPCC pump station & interceptor upgrade strategy 10 year plan;
- FCPCC updated 2002 performance evaluation & upgrading plan;
- Liquid Waste Department repaired/replaced a total of 22 pumps (5hp to 350hp);
- GNPCC designed and tendered gravity thickener project;
- GNPCC Walley Creek day lighting (removal of Pipers Pub and Laguna Store) – project to be completed by the end of the year;
- GNPCC tunnel exit/odour control – to be completed by the end of the year;
- FCPCC constructed polymer room and installed centrifuge;
- FCPCC designed and tendered of solids contact expansion, influent screens upgrade, power upgrade and final effluent pumping capacity upgrade;
- FCPCC installed UV odour control unit.

Recreation and Parks Services

Parks:

- Regional District of Nanaimo and the Nanaimo Area Land Trust partnered together to secure 523 acres (212 hectares) of land on the north east slope of Mount Benson to become the new Mount Benson Regional Park. Parks staff are now working to gain trail accesses through neighbouring lands and to develop a parking lot at Witchcraft Lake.
- Top Bridge Crossing was designed and the tender recently awarded for a three tower, 1.5 meter wide suspension bridge. Construction will begin in the next few weeks.
- Staff continued supporting and coordinating the Electoral Area Parks and Opens Spaces Advisory Committees (POSACS). Two new committees were added: East Wellington/Pleasant Valley POSAC and the Regional Parks and Trails Advisory Committee. The Electoral Area 'F' POSAC will start in the New Year.
- Park projects completed include rerouting the Trans Canada Trail, improving the Lighthouse Country Trail, improving the parking area and trail head at Nanaimo River Regional Park, and working with volunteers on a variety of trail and park developments. Staff continue to provide timely response to parks safety and maintenance issues.

Recreation:

- Electoral Area 'A' Recreation and Cultural Services Master Plan was developed. Staff and consultants are working with a Board appointed advisory committee. Stakeholder meetings and interviews have begun. Town hall meetings and open houses are scheduled for early in the New Year with the plan scheduled to be completed by spring 2007.
- Recreation Services Master Plan for Oceanside was developed and adopted as a guiding document to provide the Regional District with recommendations and direction for the providing of recreation services to District 69 for the next ten years.

- Continued to provide a number and variety of opportunities for financially challenged families to participate in recreation activities including: Recreation and Parks Financial Access Program, Partnership with Society of Organized Services, Quality Foods Points Program, and low cost or free special events through sponsorships such as the annual Spirit of BC skate/swim.
- Mural program at the Ravensong Aquatic Centre was added and the Whale Tail water feature was completed. A new outdoor patio/BBQ area is nearing completion, and a review of the facility expansion is underway.
- Department was successful in receiving a \$25,000 grant with community partners to enhance hockey programs to youth at Oceanside Place.
- Summer recreation programs had a significant increase in registrations and revenues.
- Active Living Guide is now on-line.
- E-connect system will be implemented in 2007 and will provide for on-line recreation program registrations.

### Transportation Services

#### District 68 Conventional Transit:

- District 68 Conventional Transit saw a productivity increase of 2.1%, which was an improvement in ridership over 2005, and was 2.6% above target.
- Feasibility study being undertaken to ascertain whether bringing a mini-exchange on the Malaspina University College premises is feasible and warranted. This review is currently in progress with a draft proposal to be reviewed in December that will outline preferred locations, advantages and disadvantages.
- Continued work on the feasibility of implementing a UPASS system for Malaspina University College.
- Analysis on District 68 routes being undertaken to determine whether the routing within neighborhoods is adequate. This process will be completed in 2007.
- Analysis of timing points and non productive runs was completed and in September the service was modified to reflect a new schedule. Unproductive runs were removed and extra service was put onto routes that were at capacity and required additional service frequency, thereby improving the overall system. Connections were improved as the additional running time enabled drivers to connect with each other.
- Review of shuttle bus options for the purpose of transporting customers from the Transit exchange downtown to the ferry and to Port Place Mall, and a full review of additional costs for putting on statutory holiday service and bringing Sunday service to Saturday levels are currently underway.
- Three public surveys were completed to ascertain what the community's priorities are as it relates to District 68 routing, frequency of service, and weekend/stat holiday service. This information will be incorporated into service analysis that will begin in 2007.

#### District 69 Conventional Transit:

- Service review of District 69 Conventional Transit was undertaken in the Oceanside area including how the buses were routed, the type of service that was being provided and changes to the service frequency. Two public consultation sessions were held in Parksville and Qualicum to obtain community input on the changes.



- HandyDART was reintroduced for 48 hours a week, with one bus.
- Discontinued Community bus service, but have continued using smaller buses, as they are more economical to run, are quieter and currently ridership does not require the capacity of a larger bus.

District 68 & 69 Conventional Transit:

- Five new Nova buses were added to the conventional transit fleet. These buses are more fuel-efficient and have lower greenhouse gas emissions.
- RDN Transit hosted the first ever provincial Train the Trainer for conventional transit trainers and the first ever provincial maintenance training seminar, both two day events.

District 68 HandyDART:

- District 68 – HandyDART saw a number of operational changes implemented that netted a 15.8% increase in productivity over last year.
- Staff implemented a new dispatch system that is now capable of interfacing with a GPS system with AVL. Equipping each HandyDART bus with a GPS is in BC Transits capital budget for 2007. The introduction of GPS will further increase productivity, as it will allow same day ride requests to be taken.
- RDN Transit was recognized at the BC Transit Conference as being a leader in Canada as no other system had achieved this large a productivity increase in one year.

**RECOMMENDATION:**

That the Board of Directors receive the highlights of departmental accomplishments of the Regional District of Nanaimo for 2006.

  
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Report Writer

  
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C.A.O. Concurrence

**COMMENTS:**