

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, JANUARY 9, 2007  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 4                    **J. Millbank**, re Illegal Dock Structure at 3482 Grilse Road – Area E.

**MINUTES**

- 5-11                Minutes of the regular Committee of the Whole meeting held November 14, 2006.

**COMMUNICATIONS/CORRESPONDENCE**

- 12                    **Ida Chong, Minister of Community Services**, re Barclay Crescent Sewer Project.
- 13                    **Laurie Taylor, City of Parksville**, re 2007 Council Representative to the Arrowsmith Water Service Management Committee.
- 14                    **Laurie Taylor, City of Parksville**, re 2007 Council Representative to the District 69 Recreation Commission.

**BUSINESS ARISING FROM THE MINUTES**

**CORPORATE ADMINISTRATION SERVICES**

**FINANCE & INFORMATION SERVICES**

**FINANCE**

- 15                    Updated Financial Plan Review Schedule.
- 16-19                Year 2007 Assessment Roll Preparation Bylaw No. 1515.
- 20-21                Provincial Policing Costs for Rural Taxpayers.
- 22-23                Regional Parks and Trails Service Reserve Fund Bylaw No. 1477.

**DEVELOPMENT SERVICES**

**BUILDING INSPECTION**

- 24-28 Regional District of Nanaimo Building Regulations and Fees Bylaw Amendment Bylaw No. 787.05, – Inclusion in a Building Inspection Area – Midora & Extension Road – Area C.

**EMERGENCY PLANNING**

- 29-30 2007 Emergency Planning Program Funding Application.

**ENVIRONMENTAL SERVICES**

**LIQUID WASTE**

- 31-34 Flamingo Drive/McFeely Drive/Surfside Drive Sanitary Sewer Servicing Options.

**SOLID WASTE**

- 35-38 Regional District of Nanaimo Garbage and Recycling Materials Collection Rates Amendment Bylaw No. 1009.10, 2007.

**UTILITIES**

- 39-58 Water Service Area Regulations and Rates Amendment Bylaws No. 1468.03, 619.14, 1172.08, 1383.04, 700.15, 1434.03 and 1097.10.

**RECREATION AND PARKS SERVICES**

**TRANSPORTATION SERVICES**

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Climate Change Select Committee.**

- 59 Minutes of the Climate Change Select Committee meeting held September 28, 2006. (for information)

**Drinking Water Watershed Protection Stewardship Committee.**

- 60-62 Minutes of the Drinking Water Watershed Protection Stewardship Committee meeting held November 1, 2006. (for information)

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

- 63-65 Minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held November 22, 2006. (for information)

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

66-68 Minutes of the Area 'B' Parks and Open Space Advisory Committee meeting held September 11, 2006. (for information)

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

69-72 Minutes of the Area 'H' Parks and Open Space Advisory Committee meeting held October 18, 2006. (for information)

***Verbal Reports As Available:***

Arrowsmith Water Service Management Committee

Deep Bay Harbour Authority

Island Corridor Foundation

Mt. Arrowsmith Biosphere Foundation

Municipal Finance Authority

Municipal Insurance Association

North Island 911 Corporation

Oceanside Tourism Association

Regional Library Board

Regional Transportation Advisory Committee

Treaty Advisory Committee

Vancouver Island Health Authority – Joint Capital Planning Committee

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

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

**ADJOURNMENT**

**IN CAMERA**

**Burgoyne, Linda**

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**From:** Jennifer Millbank [jmillbank@rlr-law.com]  
**Sent:** Tuesday, January 02, 2007 9:44 AM  
**To:** Burgoyne, Linda  
**Cc:** Sonya Parkin; prideenergy@shaw.ca  
**Subject:** 3482 Grilse Road, Nanoose Bay

Linda,

Further to the RDN's letter concerning placing a notice on title, I wish to make a submission to the Committee of the Whole on January 9, 2007. I will require 10 minutes.

Thank you.

---

Jennifer Millbank, Barrister and Solicitor  
Ramsay Lampman Rhodes  
250-754-3321

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, NOVEMBER 14, 2006, AT 7:00 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director D. Heenan	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director B. Holdom	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director J. Manhas	City of Nanaimo

**Also in Attendance:**

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

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Heenan to the meeting.

**SPECIAL PRESENTATION**

**Errington Fire Department, re 2006 UBCM Community Excellence Award – Leadership & Innovation – Superior Tanker Shuttle.**

The Chairperson and Director Biggemann presented members of the Errington Volunteer Fire Department with the 2006 UBCM Community Excellence Award for Leadership and Innovation. The Fire Department has a Superior Tanker Shuttle in place which supplies water to remote areas in emergency situations.

**DELEGATIONS**

**Annette Tanner, re Little Qualicum River and the Cathedral Grove Canyon.**

Ms. Tanner provided information on the proposed Cathedral Grove/Cameron Canyon protected area and extended an invitation to the Committee to tour the area with the Western Canada Wilderness Committee to see firsthand, the old growth vegetation in this area.

**Larry Mugford, re Request for Reduction in Water Bill – 2005 Kaye Road.**

Mr. Mugford provided background information with respect to his request for a reduction in the water bill for the property at 2005 Kaye Road and requested that the Committee review the existing billing periods and the frequency of water usage readings.

**MINUTES**

MOVED Director McNabb, SECONDED Director Manhas, that the minutes of the Committee of the Whole meeting held October 10, 2006 be adopted.

CARRIED

***CORPORATE ADMINISTRATION SERVICES***

**ADMINISTRATION**

**Procedure Bylaw No. 1512.**

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

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that “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 Holme, SECONDED Director Young, that “Northern Community Sewer Local Service Area Capital Charge Amendment Bylaw No. 1331.02, 2006” be introduced for first three readings.

CARRIED

MOVED Director Holme, SECONDED Director Young, 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 Westbroek, SECONDED Director Holme, 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 Holme, 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 Burnett, SECONDED Director Biggemann, that the summary report of financial results from operations to September 30, 2006 be received for information.

CARRIED

**Financial Plan Review Schedule.**

MOVED Director Holme, SECONDED Director Herle, 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 Holme, SECONDED Director Bestwick, 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 Young, that "Meadowood Fire Protection Service Establishing Bylaw No. 1509, 2006" be introduced for first three readings.

CARRIED

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

CARRIED

MOVED Director Biggemann, SECONDED Director Young, 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 Herle, 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 Herle, that the "Elector 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 Chief Administrative Officer noted that there will be a formal presentation of the State of Sustainability report at the next Board meeting.

MOVED Director Holdom, SECONDED Director McNabb, 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 McNabb, 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 Brennan, 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 Westbrook, SECONDED Director Holdom, that "Barclay Crescent Sewer Rates and Regulation Amendment Bylaw No. 1472.01, 2006" be introduced for first three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, 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 McNabb, SECONDED Director Brennan, 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 Westbrook, SECONDED Director Herle, 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 Westbrook, SECONDED Director Herle, that "Northern Community 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 Holme, 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 Holme, 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 Holme, 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 Holme, 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 Holme, 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 Holme, 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 Holme, 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 Burnett, SECONDED Director Sperling, 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 Brennan, 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 Young, 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 Manhas, SECONDED Director Bestwick, 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 Holme, 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 Holme, 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 Biggemann, 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 Manhas, 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 Westbroek, SECONDED Director McNabb, that the minutes of the District 69 Recreation Commission meeting held October 19, 2006 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Herle, 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 Ebblide 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 McNabb, SECONDED Director Herle, 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

Director Westbroek requested that District 69 Recreation Commission staff review the rate structure with respect to the senior discount presently set at the age of 55, with the possibility of raising the age to 65. Staff were also asked to report on how many people would be exempted with a higher age rate and how much revenue would be generated.

**Drinking Water Watershed Protection Stewardship Committee.**

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

CARRIED

**NEW BUSINESS**

**Regional Growth Strategy Workshop.**

The Chief Administrative Officer reminded the Directors of the Regional Growth Workshop to be held on November 25, 2006.

**ADJOURNMENT**

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

CARRIED

TIME: 8:20 PM

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CHAIRPERSON



CAO	<input checked="" type="checkbox"/>	GMF&IS	<input checked="" type="checkbox"/>
GMDS		GMR&PS	
GMES	<input checked="" type="checkbox"/>	GMTS	
JAN - 2 2007			
SMCA			
CHAIR	<input checked="" type="checkbox"/>	BOARD	
<i>bid correspondence</i>			

Ref: 119677

DEC 18 2006

Mr. Joe Stanhope  
 Chair  
 Regional District of Nanaimo  
 6300 Hammond Bay Road  
 Nanaimo, BC V9T 6N2

Dear Mr. Stanhope:

Thank you for your letter of October 11, 2006, concerning the Barclay Crescent sewer project that is receiving funding under the Canada-British Columbia Infrastructure Program (CBCIP).

I understand that you discussed this matter on November 9, 2006, with Mr. Ron Cantelon, MLA, Nanaimo-Parksville and Ministry of Community Services officials. At that time, it was agreed that Mr. Dale Wall, Assistant Deputy Minister of the Local Government Department, would work with the Regional District of Nanaimo officials to see if some resolution to this matter could be achieved within the framework of the current project and grant budget.

I am hopeful that this work will help to address the concerns you have raised, and that it will be completed prior to March 31, 2007.

Sincerely,

Ida Chong, FCGA  
 Minister

pc: Mr. Ron Cantelon, MLA  
 Nanaimo-Parksville

Ministry of Community Services  
 and Minister Responsible for  
 Seniors' and Women's Issues

Office of the Minister

Mailing Address:  
 PO Box 9056 Stn Prov Govt  
 Victoria BC V8W 9E2

Phone: 250 387-2283  
 Fax: 250 387-4312

Location:  
 Room 323  
 Parliament Buildings  
 Victoria

[www.gov.bc.ca/cserv](http://www.gov.bc.ca/cserv)



## City of PARKSVILLE

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

December 5 , 2006

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

Dear Sir/Madam:

**Subject:** *2007 Council Voting Representative – Arrowsmith Water Service Management Committee – Our File: 0480-30-RDN*

This is to advise that at the December 4, 2006 Council meeting, Councillor Marc Lefebvre was appointed Council voting representative to the Arrowsmith Water Service Management Committee for the year 2007.

Councillor Marc Lefebvre  
#11 – 450 Bay Avenue  
Parksville BC V9P 2K2

248-2292 (h)  
954-5029 (c)  
[janetmarc@shaw.ca](mailto:janetmarc@shaw.ca)

Yours very truly,

LAURIE TAYLOR  
Corporate Administrator

c.c. Councillor Marc Lefebvre  
c.c. Director of Engineering and Operations

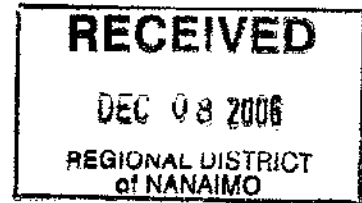
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[Laurie/appointment letters.doc](#)



# City of PARKSVILLE

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



December 5 , 2006

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

Dear Sir/Madam:

**Subject: 2007 Council Voting Representative – District #69 Recreation Commission  
Our File: 0480-30-RDN**

This is to advise that at the December 4, 2006 Council meeting, Councillor Teresa Patterson was appointed Council voting representative to the District #69 Recreation Commission for the year 2007.

Councillor Teresa Patterson  
290 Banks Avenue E.  
Parksville BC V9P 1K5

248-4741 (h)  
954-9488 (c)  
[tc.patterson@telus.net](mailto:tc.patterson@telus.net)

Yours very truly,



LAURIE TAYLOR  
Corporate Administrator

c.c. Councillor Teresa Patterson  
.lk

Laurie/appointment letters.doc

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

**DATE:** December 28, 2006

**FROM:** N. Avery  
Gen. Mgr., Finance & Information Services

**FILE:**

**SUBJECT:** Updated Financial Plan review schedule

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**PURPOSE:**

To present a revised schedule covering the review and approval of the 2007 to 2012 financial plan.

**BACKGROUND:**

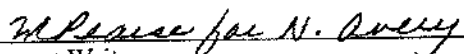
The first draft of the 2007 budget was presented on December 12<sup>th</sup>. Staff have reviewed the status of work yet to be done and are recommending a revised review schedule as follows:

January 30, 2007	Board seminar - draft 2007 to 2012 Financial Plan - recommendations to be noted for final budget amendment
February 19, 2007 (approximately)	Distribution of budget newsletter
February 28, 2007 (Wednesday)	Public meeting - Board Chambers
March 13, 2007	Committee of the Whole - financial plan as amended - final recommendations
March 27, 2007	Board meeting - adoption of the financial plan

The revised schedule moves each previous stage about one week which provides more time to complete year end reconciliations.

**RECOMMENDATION:**

That the proposed budget and financial plan review schedule be received for information.

  
Report Writer

  
C.A.O. Concurrence

**COMMENTS:**



RDN	
CAO	GMF&IS
GMDS	GMR&PS
GMES	GMFS
DEC 20 2006	
SMCA	
CHAIR	BOARD

## MEMORANDUM

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

**DATE:** December 17, 2007

**FROM:** N. Avery  
Gen. Mgr., Finance & Information Services

**FILE:**

**SUBJECT:** Year 2007 Parcel Tax Rolls

### PURPOSE:

To introduce for three readings and adoption "Regional District of Nanaimo Year 2007 Assessment Roll Preparation Bylaw No. 1515, 2007".

### BACKGROUND:

Section 806.1(2) of the *Local Government Act* requires that the Board adopt a bylaw to provide for the preparation of assessment rolls for the purpose of levying parcel taxes. "Regional District of Nanaimo Year 2007 Assessment Roll Preparation Bylaw No. 1515, 2007" introduced with this report identifies twenty two services for which parcel taxes form a part of the annual revenues.

In 2007 a Community Justice and Crime Prevention parcel tax will be imposed for the first time on all properties in District 69. When a parcel tax is to be imposed for the first time, a parcel tax review panel must be arranged to consider any concerns respecting the parcel tax roll (ie., corrections to an owner's name and address, whether a parcel is correctly included or excluded in the service or whether an exemption has been properly or improperly allowed). For the most part corrections involve updating owner's names and addresses due to recent property sales and these may be done by direct communication with staff. The review panel consists of 3 people, which may be any combination of staff and Board members. Staff recommend that the review panel meet on Wednesday, February 28, 2007 between 4:00 pm and 5:00 pm in the Regional District Committee Room.

The Notice regarding the parcel tax roll review timelines will be advertised once weekly, commencing the second week of February, will be published on our web site and will be posted at all of our public locations. The Surveyor of Taxes office controls the time the rolls are received by our offices and therefore the dates outlined in this report may be amended slightly to ensure sufficient notice to property owners. Staff will communicate any changes in dates to the panel members directly.

### ALTERNATIVES:

There are no alternatives to this process.

### FINANCIAL IMPLICATIONS:

Advertising and mailing costs are provided in the 2007 budget for this purpose.

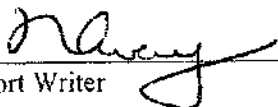



**SUMMARY/CONCLUSIONS:**

Pursuant to the *Local Government Act* this report introduces a bylaw which will establish parcel tax rolls for 2007. Additional requirements for the levying of the Community Justice and Crime Prevention parcel tax in District 69 for the first time are outlined in the report. The parcel tax review panel will meet tentatively on February 27<sup>th</sup>, 2007 between 4:00 and 5:00 pm to hear any concerns regarding amendments to the parcel tax rolls. The attached Notice will be used to comply with the notification requirements of the *Act*.

**RECOMMENDATION:**

1. That "Regional District of Nanaimo Year 2007 Assessment Roll Preparation Bylaw No. 1515, 2007", be introduced for first three readings.
2. That "Regional District of Nanaimo Year 2007 Assessment Roll Preparation Bylaw No. 1515, 2007", having received three readings be adopted.
3. That the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2007 parcel tax review panel.

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

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

**COMMENTS:**

## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1515

#### A BYLAW TO PROVIDE FOR THE PREPARATION OF PARCEL TAX ROLLS FOR THE YEAR 2007

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to Section 806.1(2)(a) of the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 806.1(2);

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2007 are to be prepared for the following services:

Arbutus Park Estates Water Local Service Area	Establishing Bylaw No. 930, 1994
Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2005
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Fairwinds Water Supply Specified Area	Establishing Bylaw No. 753, 1988
French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
French Creek Water Local Service Area	Conversion Bylaw No. 874, 1992
Madrona Point Water Local Service Area	Conversion Bylaw No. 788, 1989
Morningstar Water Local Service Area	Establishing Bylaw No. 1125, 1998
Melrose Terrace Community Water Service	Establishing Bylaw No. 1398, 2006
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Nanoose Water Supply Specified Area	Establishing Bylaw No. 482, 1980
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
West Bay Estates Water Local Service Area	Establishing Bylaw No. 929, 1994
Regional Parks	Establishing Bylaw No. 1231, 2001
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006"

2. The bylaws referred to in (1) above include any subsequent amendments.

3. Parcel taxes for all services in this bylaw, excluding Regional Parks (Bylaw 1231 et al) and Crime Prevention and Community Justice Support (Bylaw 1479 et al) shall be levied on the basis of a single amount for each parcel of land taxable in the jurisdiction.
4. Parcel taxes for Regional Parks and Crime Prevention and Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio contained within the BC Assessment database.
5. Parcel taxes under Section (4) above shall not be levied on folios with the following characteristics:
  - (i) water, including but not limited to foreshore leases.
  - (ii) continuous structures physically identifiable as telephone, hydro or other utility wires, fiber or cables.
6. This bylaw may be cited as "Regional District of Nanaimo Year 2007 Assessment Roll Preparation Bylaw No. 1515, 2007".

Introduced and read three times this 23rd day of January, 2007.

Adopted this 23rd day of January, 2007.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



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**MEMORANDUM**

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

**DATE:** December 27, 2006

**FROM:** N. Avery  
General Manager, Finance & Information Services

**FILE:**

**SUBJECT:** Provincial Policing Costs for Rural Taxpayers

**PURPOSE:**

To summarize the Provincial response regarding additional rural property taxes for police services.

**BACKGROUND:**

The Province of BC announced in 2005 that it would implement additional rural property taxes to pay for police services. The initiative generated considerable discussion about how costs would be distributed throughout the province. In November 2006 the Ministry of Public Safety and Solicitor General distributed its final recommendations on the formula for collecting policing costs. The Province estimates that under the new model small community and rural taxpayers will pay less than 50% of the annual cost to provide police services in those areas.

Costs will first be allocated using a 50% population/50% assessment formula. In electoral areas the resulting tax rate will be reduced by \$0.10 per \$1,000 of assessed value to recognize that a portion of the current rural tax rate does provide a contribution to police costs. Finally, both small municipalities and rural areas will receive the direct benefit of Traffic Fine Revenue Sharing (TFRS) by being credited a percentage of the total revenue based on the costs allocated to the jurisdiction. The Province plans on introducing amendments to the *Police Act* in the spring 2007 legislative session with an effective date of January 1, 2007.

**FINANCIAL IMPLICATIONS:**

The following illustrates the formula affect:

1.	Property tax rate result - assumed	\$0.40 per \$1,000
	Reduced in electoral areas by	<u>(0.10)</u>
	Initial rural tax rate	<u>\$0.30 per \$1,000</u>
2.	Assume total police costs allocated	\$100,000
	Traffic Fine Revenue – using 2005/2006 8% recovery	<u>( 8,000)</u>
	Total to be collected	<u>\$ 92,000</u>

Staff estimate that initial calculated rates will range from \$0.30 per \$1,000 to upwards of \$0.49 per \$1,000 throughout the Province. In the Regional District of Nanaimo Electoral Area rates range between \$0.25 and \$0.37 per \$1,000 of assessment. The initial \$0.10 per \$1,000 rate reduction will lower Electoral Area rates between 27% to 39%. The application of a further 8% reduction for Traffic Fine Revenue Sharing results in a final tax rate between 35% to 47% less than would otherwise apply on the basis of population and assessment.

The Province has provided the following estimates for the Regional District of Nanaimo:

	Estimated 2005 Population	Police Tax Amount Apportioned to Jurisdiction (before adjustments)	2005 Value of Average SFD/Residential Property	Police Tax on Average SFD/Residential Property	Adjusted Police Tax Amount (Net of Traffic Fine Revenue and Tax Rate Reduction in Rural Areas)	Adjusted Police Tax on Average SFD/Residential Property
Lantzville	3,819	144,612	\$293,249	\$89	\$133,043	\$82*
Area A	7,265	235,274	\$180,371	\$66	\$152,152	\$43
Area B	3,976	194,752	\$191,070	\$49	\$103,452	\$26
Area C	2,315	211,655	\$206,712	\$69	\$131,979	\$42
Area E	5,451	282,520	\$319,962	\$82	\$149,871	\$44
Area F	6,273	246,682	\$161,503	\$58	\$158,674	\$38
Area G	7,963	279,238	\$247,989	\$78	\$167,583	\$47
Area H	3,515	170,949	\$212,934	\$62	\$98,106	\$35
Total	40,577	1,765,682			\$1,094,860	


\* Small municipalities reduced only by Traffic Fine Revenue Sharing

**SUMMARY/CONCLUSIONS:**

The Province has published its recommendations on changes to collecting property taxes for police services in small communities and rural areas. While initial costs will be allocated on the basis of 50% population and 50% assessment two reductions will be applied before the final tax rate is calculated. In electoral areas of the province \$0.10 per \$1,000 will be deducted from the initial calculated rate followed by a credit of Traffic Fine Revenue to the overall amount to be collected. As can be seen by the table above, the average amount payable within an Electoral Area is estimated to be about 35% to 44% less than the initial calculated amount. These efforts recognize that within the existing rural tax rate, there is a contribution to policing costs and that all areas paying for police services should receive a benefit from traffic fine revenues. Legislation will be introduced in the spring with an effective date of January 1, 2007. This report is presented for information.

**RECOMMENDATION:**

That the summary of recommendations regarding rural policing taxation be received for information.

  
 Report Writer

  
 C.A.O. Concurrence

**COMMENTS:**



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MEMORANDUM

TO: C.Mason  
Chief Administrative Officer

DATE: December 28, 2006

FROM: N.Avery  
General Manager Finance & Information Services

FILE:

SUBJECT: A bylaw to establish a reserve fund for Regional Parks

PURPOSE:

To introduce for approval "Regional Parks and Trails Service Reserve Fund Bylaw No. 1477, 2007".

BACKGROUND:

The Regional Parks acquisition/development budget proposes significant new reserves now that it has been converted to a full regional service. It is appropriate to set the funds aside in a statutory reserve for the purposes of acquisition, construction, expansion and improvement of regional parks and trails.

ALTERNATIVES:

- 1. Approve the bylaw.
- 2. Do not approve the bylaw.

FINANCIAL IMPLICATIONS:


The 2007 to 2012 financial plan indicates that up to \$1.98 million will be accumulated over the next five years. The funds will also earn modest amounts of interest by being set aside for future use.

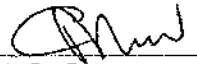
SUMMARY/CONCLUSIONS:

Following the conversion of the Regional Parks and Trails Service to a full regional function staff recommend setting aside unexpended funds into a statutory reserve fund. The 2007 to 2012 financial plan projects that up to \$1.98 million dollars would be accumulated over the next five years. While held in a statutory reserve fund, the monies will earn a modest amount of interest until used.

RECOMMENDATIONS:

- 1. That "Regional Parks and Trails Service Reserve Fund Bylaw No. 1477, 2007" be introduced for first three readings.
- 2. That "Regional Parks and Trails Service Reserve Fund Bylaw No. 1477, 2007" having received three readings be adopted.

  
Report Writer

  
C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1477**

**A BYLAW TO ESTABLISH A RESERVE FUND FOR  
THE REGIONAL PARKS SERVICE**

WHEREAS the Regional District of Nanaimo established by Bylaw No. 1231, 2001 a service for the purpose of acquiring, developing and operating regional parks and regional trails;

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

AND WHEREAS it is considered desirable to set aside funds for the acquisition, construction, expansion and improvement of regional parks and trails;

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

1. There is hereby established a reserve fund, pursuant to Section 814(3) of the *Local Government Act*, to be known as the "Regional Parks and Trails Service Reserve Fund".
2. Money from the current revenue of the Regional Parks and Trails Service, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be deposited in a separate bank account or invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for the acquisition, construction, expansion and improvement of regional parks and trails.
5. This bylaw may be cited as the "Regional Parks and Trails Service Reserve Fund Bylaw No. 1477, 2007".

Introduced and read three times this 23rd day of January, 2007.

Adopted this 23rd day of January, 2007.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



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**MEMORANDUM**

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** December 20, 2006

**FROM:** Susan Cormie  
Senior Planner

**FILE:** 3900 20 787.05

**SUBJECT:** Amendment Bylaw No. 787.05 - Inclusion in a Building Inspection Area  
Electoral Area 'C' - Midora & Extension Roads

**PURPOSE**

To consider a portion a parcel located in the Extension area of Electoral Area 'C' for inclusion into a building inspection area.

**BACKGROUND**

The purpose of this staff report is to request the inclusion of a portion of the parcel legally described as Parcel Z (DD K83923) Section 13, Range 1 and Sections 12 and 13, Range 2, Cranberry District and located adjacent to Midora and Extension Roads in the Extension area of Electoral Area 'C' (see Attachment No. 1 on page 4 for location) for inclusion into a building inspection area.

The Electoral Area Planning Committee will recall that this property was rezoned in February 2006 to the Extension Rural Residential Comprehensive Development Zone 19 (CD19) pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". Under the CD19 zone, a maximum of 9 parcels may be created provided no parcel is less than 0.50 ha in size and a minimum parcel averaging of 2.0 ha is maintained.

As part of the zoning amendment process, there were a number of conditions to be secured or completed by the applicant prior to Board consideration of adoption of the Bylaw. One of these conditions was that the portion of the parcel currently not situated within an RDN Building Inspection Area was to be placed within a building inspection area. It has now come to staff's attention that this condition was not fully completed at that time.

**ALTERNATIVES**

1. To consider "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw Amendment Bylaw No. 787.05, 2007 for adoption.
2. To not consider Amendment Bylaw No. 787.05, 2007.



**DEVELOPMENT IMPLICATIONS**

While, as a condition of the zoning amendment application, a section 219 covenant was registered on title which included the requirement that all future property owners to obtain a valid building permit prior to commencing construction of a building or structure, the Building Inspection Extended Service Establishment Bylaw No. 787 was not amended to include the entire property within in a Building Inspection Area. Therefore, despite the covenant requirements, the Regional District would not be able to issue a building permit on property located outside the Building Inspection Area. In order to ensure that the covenant requirements and the conditions of the amendment bylaw can be fully met, an amendment to Schedule C of the Building Inspection Extended Service Establishment Bylaw is necessary (see Schedule No. 1 on page 3 outlining the portion of Parcel Z proposed to be included within a Building Inspection Area).

**VOTING**

Electoral Area Directors – one vote, except Electoral Area ‘B’.

**SUMMARY**

This is a request to include the balance of Parcel Z (DD K83923) Section 13, Range 1 and Sections 12 and 13, Range 2, Cranberry District and located adjacent to Midora and Extension Roads in the Extension area of Electoral Area ‘C’ within a Building Inspection Area (see Schedule No. 1 on page 3). As a condition of the zoning amendment application, the portion of the parcel not currently within a building inspection area was to be included in a building inspection area. While a section 219 covenant was registered on title requiring an owner to obtain a building permit at the time of constructing a building or structure, Bylaw No. 787 was not amended to reflect this condition. Therefore, in order to uphold the conditions of the zoning amendment bylaw and the section 219 covenant, staff recommends that Amendment Bylaw No. 787.05 be considered for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading and adoption.

**RECOMMENDATIONS**

1. That "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw Amendment Bylaw No. 787.05, 2007" be given three readings.
2. That "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw Amendment Bylaw No. 787.05, 2007" having received three readings, be adopted.

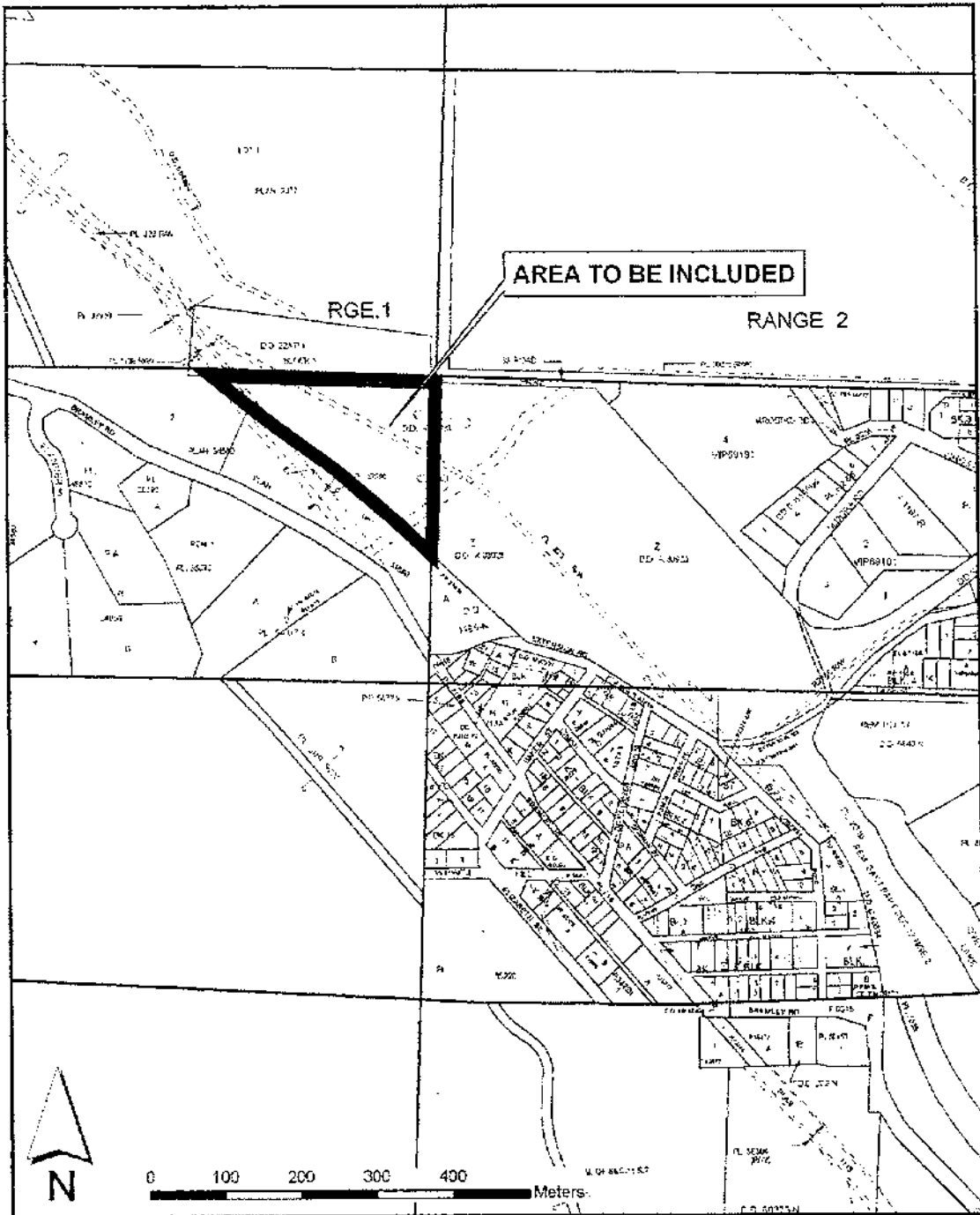
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General Manager Concurrence

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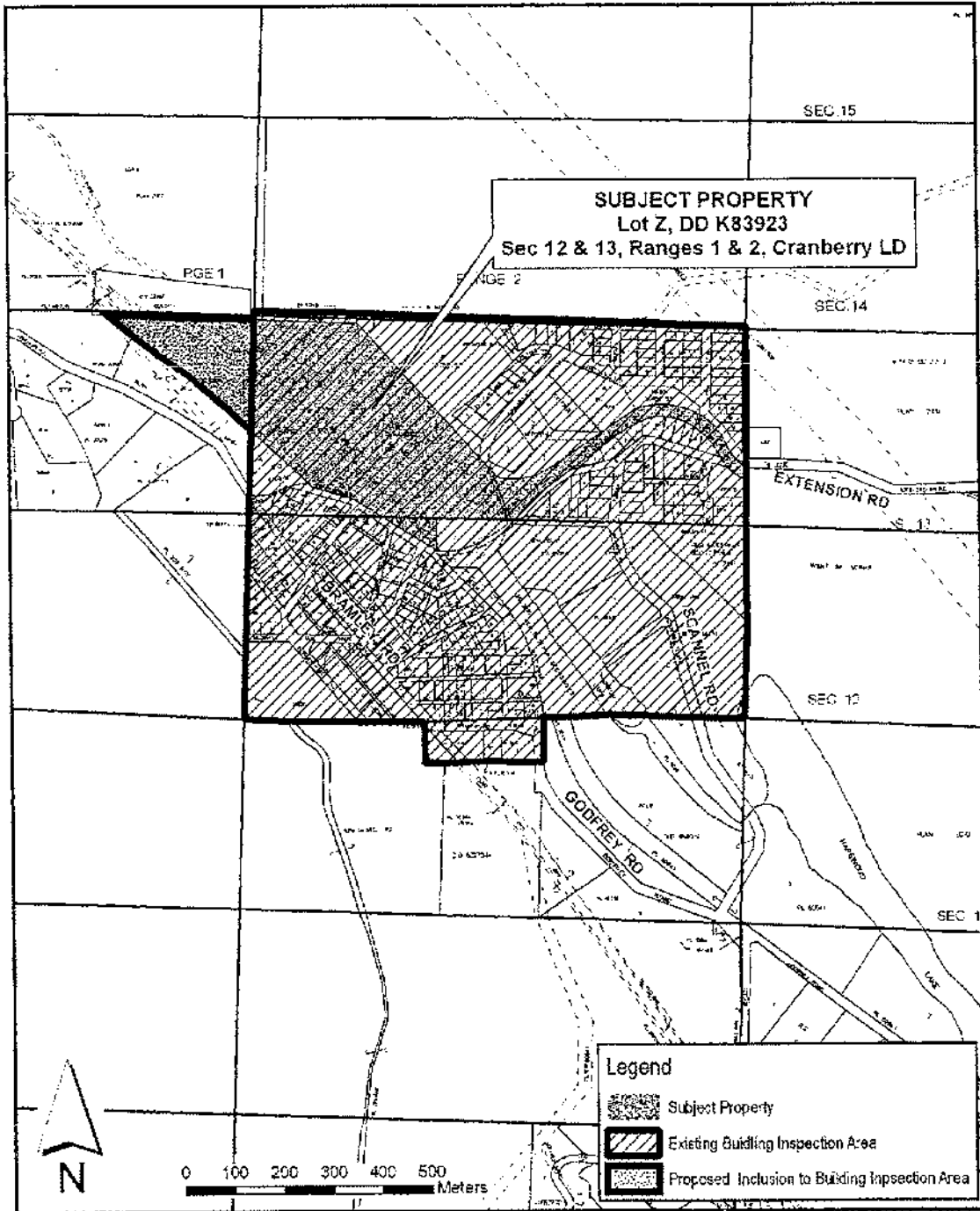
  
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CAO Concurrence

Schedule No. 1  
Proposed Area to be Included in a Building Inspection Area  
Amendment Bylaw No. 787.05, 2007



BCGS Mapsheet: 92S.011.1.1

Attachment No. 1  
Location of Subject Property



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 787.05**

**A Bylaw to Amend Regional District of Nanaimo  
Building Inspection Extended Service Establishment Bylaw No. 787, 1989**

WHEREAS the Board has enacted "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989";

AND WHEREAS the Board wishes to amend the boundaries of the Service Area to include the balance of Parcel Z (DD K83923) Section 13, Range 1 and Sections 12 and 13, Range 2, Cranberry District within Electoral Area 'C';

AND WHEREAS the Board has obtained the consent of two thirds of the participants to amend the Service Area;

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

- A. Schedule C of "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989" is hereby repealed and replaced with Schedule C which is attached to and forms part of this bylaw.
- B. This bylaw may be cited as "Regional District of Nanaimo Building Inspection Extended Service Amendment Bylaw No. 787.05, 2007".

Introduced and read three times this 23rd day of January, 2007.

Received approval from the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2007.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2007.



**REGIONAL  
DISTRICT  
OF NANAIMO**

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**MEMORANDUM**

**TO:** Paul Thompson  
Manager, Long Range Planning

**DATE:** 01 December 2006

**FROM:** Jani M. Thomas  
Emergency Coordinator

**FILE:** 1855-03

**SUBJECT:** 2007 Emergency Planning Program Funding Application

**PURPOSE**

To consider approving an application to undertake the 2006 provincial Emergency Planning Program funding initiative for local governments.

**BACKGROUND**

The 2007 Emergency Planning Program funding application is due 31 January 2007. This grant is administered by the UBCM on behalf of the Province. The objective of the provincial government is to improve the preparedness of communities to respond to and recover from emergencies. The purpose of the funding program is to provide access to funding assistance for local governments to enhance emergency programs by providing the opportunity to update emergency plans to become British Columbia Emergency Response Management System (BCERMS) compliant, to conduct Hazard, Risk, Vulnerability Analyses (HVRA), to exercise existing emergency plans, and to provide training to emergency personnel as mandated in the *Emergency Program Act*.

The Emergency Program has applied for and received grants from this program in 2004, 2005 and 2006. The 2004 funds were used to train Emergency Coordination Center (ECC) responders (exempt staff) and stakeholder members. The 2005 funds have been used to have an HVRA completed for the Electoral Areas, and the 2006 funds were used to provide emergency role training to union staff.

The 2007 Emergency Planning Business Plan includes the continuation of union staff training. This training will be supplemented by the Emergency Coordinator meeting with Departments to discuss more specific roles and functions.

**ALTERNATIVES**

1. To approve the UBCM 2007 Emergency Planning application.
2. To not approve the UBCM 2007 Emergency Planning application.

**FINANCIAL IMPLICATIONS**

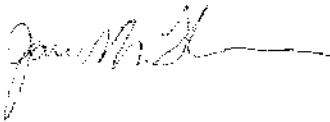
The amount of the grant is \$5,000.00, with the RDN 25% portion being \$1,250.00. The Emergency Planning share of the funds can be covered by 'in kind' costs, as detailed in the application guide.

**SUMMARY/CONCLUSIONS**

The 2007 Emergency Planning Program funding application is due 31 January 2007. Accessing these funds will facilitate in moving the Emergency Program further towards the goal of becoming more comprehensive and increasing emergency response and recovery capability. Staff recommends that the Board approve the application, which will allow the RDN to significantly strengthen the Emergency Program by being able to provide continued training to the broader pool of staff.

**RECOMMENDATION**

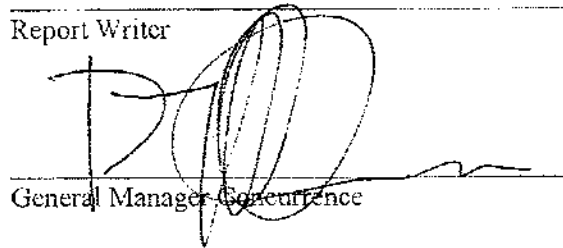
That the application for the 2007 provincial Emergency Planning Program funding be approved.



Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

**COMMENTS**



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MEMORANDUM

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

**DATE:** December 20, 2006

**FROM:** Mike Donnelly  
Manager of Utilities

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

**SUBJECT:** Flamingo Drive / McFeely Drive / Surfside Drive  
Sanitary Sewer Servicing Options

PURPOSE

To present to the Board a recommended sanitary sewer servicing strategy for the Flamingo / McFeely / Surfside Drive / Waters Road areas.

BACKGROUND

At the January 2006 RDN Board meeting a delegation from the Flamingo Drive area gave an overview of efforts, in past years, related to establishing sanitary sewer servicing for Flamingo Drive. The delegation asked that the Board consider the extension of sanitary sewer servicing to include all of Flamingo Drive in the Surfside Sanitary Sewer Service Area (SSSA). The Board directed staff to report on the status of sanitary sewer servicing to this area. Further to this directive, staff were also requested, at the September 2006 Board meeting to include the Waters Road area in the proposed servicing plan review.

Since the delegation made their presentation there have been inquiries from various property owners in the Flamingo/McFeely/Surfside Drive area for sanitary sewer servicing. Requests for servicing include a property with a failed disposal field, one property wanting servicing to a cabin and a formal application by Fern Road Consulting Ltd. representing two undeveloped properties that cannot obtain Health approval for a disposal field as the lots are under the minimum size requirements.

The attached drawing shows the existing sanitary sewer service area, the urban containment boundary, and the lots recommended for servicing in this report. The area in question is outside of the Urban Containment Boundary so consideration for servicing must be based on health and or environmental concerns as outlined in policy 7B of the Growth Management Strategy and servicing cannot allow additional development. Given the demand for sewer servicing in the area and the possible negative impacts of ground disposal on the foreshore habitat, an overall servicing strategy is recommended.

The majority of properties included in the proposed servicing initiative are along the foreshore and fronting the Little Qualicum River. Additional properties include the trailer park on Kinkade Road, and some other properties that have been included for reasons of providing a logical and contiguous servicing block. This dense grouping in proximity to the river and inter-tidal zone could result in negative shoreline and inter-tidal impacts.

A servicing strategy that would see the majority of parcels in the foreshore and river front area included assists in making the project affordable for the property owners. Continuing to grant connections to the service area on an individual case-by-case basis erodes the ability to provide for a comprehensive servicing approach to the neighbourhood. Each property connected in this way eliminates one more cost sharing partner for the overall servicing strategy and reduces the likelihood that a comprehensive strategy will be put in place. By including all of those properties that may contribute to negative impacts on the inter-tidal zone in the strategy a lower per-property cost can be achieved.

There are other properties in the general area that have not been included in the proposed service area expansion due to their size and/or distance from the foreshore. Potential health or environmental impacts for these other properties could not be readily identified and it is unlikely that these properties would have a negative impact on the foreshore area.

As noted above there are properties located within this proposed service expansion area that have requested a connection to the existing sewer system. Their requests have been held in abeyance until such time as Board direction has been achieved with respect to the proposed sewer service area expansion. For those properties that have made application for connection and are adjacent to an existing sanitary sewer main, it is being recommended that their applications be advanced on the condition that they be required to pay the estimated per lot cost for the proposed service area expansion as part of the connection fees, if the Board approves their inclusion.

The preliminary cost estimate for the extension of sewer to the proposed properties is approximately \$16,000 per property. Although only approximate, these costs are based on work recently completed in the Barelay Crescent area of French Creek. This estimate would be updated as part of the preparatory work leading up to obtaining elector assent on this project.

Staff are uncertain of the level of public support for this servicing strategy. The risk to the environment has not been quantified and there are no known Health Department issues related to in ground disposal at this time. Justification for the servicing strategy as proposed will be based largely on the precautionary principle in that servicing would be provided to avoid future negative impacts on the foreshore. If the approach recommended in this report is supported it will be important to gauge public opinion early on in the process.

## **ALTERNATIVES**

1. Continue expansion of the SSSA on a case by case basis, based on health and or environmental concerns, with the applicant paying all costs associated with the connection to their property.
2. Undertake the preliminary design, cost estimates and public consultation to include the properties identified in this report in the SSSA as part of the 2007 work plan and hold individual and existing applications for servicing in abeyance in the interim.
3. Undertake the preliminary design, cost estimates and public consultation to include the properties identified in this report in the SSSA as part of the 2007 work plan and allow those requests for servicing where the property is adjacent to an existing sanitary sewer main to proceed on the condition that the estimated per lot costs for the proposed service area expansion be included as part of their connection fees.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to Alternative 1 other than to the individual applicants, who would be responsible for all costs of connecting their individual properties.

Alternatives 2 & 3 require a public process which would include engineering pre-design, cost estimates, public meetings and the petitioning process to gain electoral consent. All project costs would be attributed only to the expanded Surfside Sanitary Sewer Service Area property owners should the project be supported. Properties in the existing service area would not be attributed a share of these costs. Should this process not obtain public acceptance to undertake the project, all pre-design and public consultation costs would be borne by the Electoral Area G feasibility fund.

Senior government grants may be available for portions of the project and would be pursued where possible.



**INTERGOVERNMENTAL IMPLICATIONS**

Town of Qualicum Beach staff were contacted regarding this proposed sanitary sewer servicing option and are supportive of the proposed approach for environmental reasons.

**SUMMARY/CONCLUSIONS**

A number of properties in the Flamingo/McFeely/Surfside Drive area have either applied for or shown an interest in joining the Surfside Sanitary Sewer Service Area. Some of these properties are adjacent to existing sanitary sewer mains while others are a distance away from any existing mains which would require an extension of the service mains.

This area is outside of the urban containment boundary so servicing can only be considered for health or environmental reasons and cannot allow for additional development. The properties in question are, for the most part, within or near the foreshore or river front area.

An overall servicing strategy is being proposed rather than the current case-by-case approach to servicing properties. This broader approach to servicing would focus on the foreshore properties along Flamingo Drive, McFeely Drive, Surfside Drive and Waters Road and would include a number of properties on Kinkade Road that due to their use and proximity to the foreshore and river front may result in negative shoreline and inter-tidal impacts.

Preliminary cost estimates based on recent work in the Barclay Crescent area indicate a cost per property of approximately \$16,000 to provide servicing to the 72 properties (see attached drawing). Further work on a preliminary design to finalize the cost estimate is required as is a public process to ascertain the level of public support for this concept.

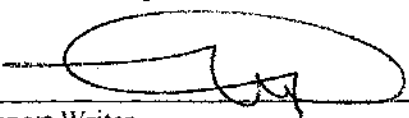
This will be a sizeable project and it is recommended that this initiative be included in the 2007 work plan if the proposal is approved by the Board.

Maintaining the current approach of individual case-by-case expansions to the service area reduces the possibility of an overall strategy to servicing the area as the number of participating properties is reduced with each approved connection. The expansion of the service area with the proposed number of properties will reduce the average individual connection costs per property.


In order to facilitate those properties that have made application to join the service area and where those properties are adjacent to an existing sanitary sewer main it is recommended that their applications be resolved with the understanding they will be required to pay the estimated per lot cost for the proposed expansion as part of the connection fees, if the Board approves their inclusion.

**RECOMMENDATION**

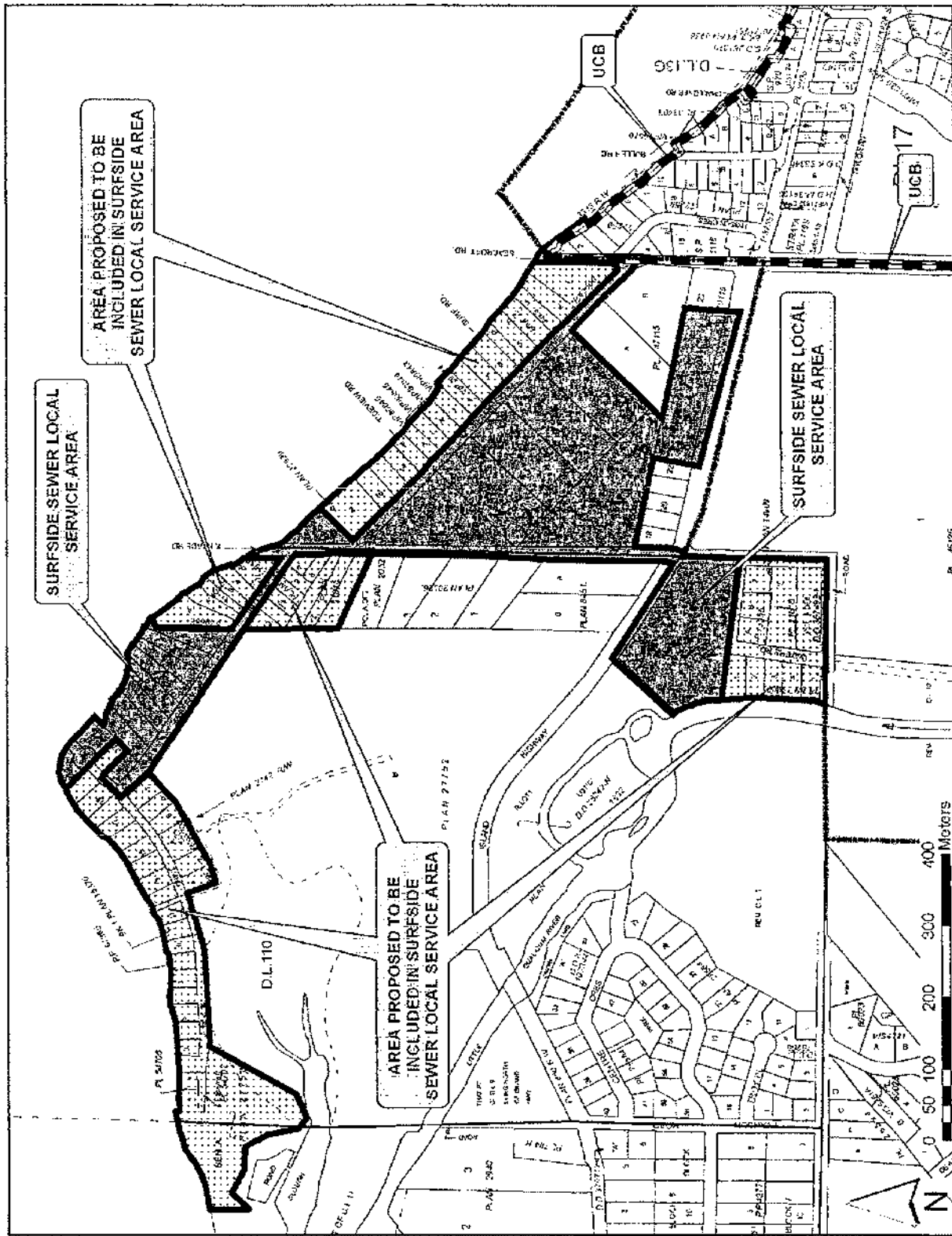
That staff be directed to undertake the preliminary design, cost estimates and public consultation to include the properties identified in this report in the Surfside Sanitary Sewer Service Area as part of the 2007 work plan and allow those requests for servicing where the property is adjacent to an existing sanitary sewer main to proceed on the condition that the estimated per lot costs for the proposed sewer service area expansion be included as part of their connection fees.

  
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Report Writer

  
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General Manager Concurrence

  
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C.A.O. Concurrence

**COMMENTS:**





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**MEMORANDUM**

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

**DATE:** December 7, 2006

**FROM:** Alan Stanley  
 Zero Waste Coordinator

**FILE:** 5370-00

**SUBJECT:** 2007 Garbage and Recycling User Rate Amendment Bylaw

**PURPOSE**

To introduce for three readings and adoption bylaw No. 1009.10, a bylaw to amend Garbage and Recyclable Material Collection Bylaw No. 1009, to reflect the user fees in the 2007 annual budget.

**BACKGROUND**

The 2007 annual budget for the Regional District's garbage collection and recycling program consists of revenues raised by way of direct user fees. User fee revenues in this budget are estimated assuming a 5% increase in rates for 2007. The garbage and recycling collection contract contains a fee escalation clause, based on a number of 2006 consumer price indices. The final 2006 indices are not available until July. Staff estimate that the contract fees, based on a consumer price index adjustment clause in the contract, will increase by 6%, largely due to increased fuel costs. Attached to this report is the associated bylaw amendment to reflect the approved user fees in the 2007 budget.

**ALTERNATIVES**

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

**FINANCIAL IMPLICATIONS**

The rates in the attached bylaw have been increased by 5% to reflect the user fees in the 2007 annual budget. This means that the annual user fee for weekly collection service will increase from \$111.85 to \$117.50.

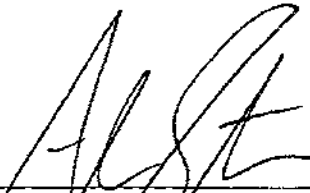
User fees account for 100% of the revenue for the Garbage and Recyclables Materials Collection program. There is no tax requisition associated with this budget. Adoption of the amended bylaw will ensure sufficient revenue to fulfill the RDN's contractual obligations. If the user fees are not amended the result will be a budgetary shortfall for 2007 which will have to be corrected with higher fees in subsequent budgets.


**SUMMARY/CONCLUSIONS**

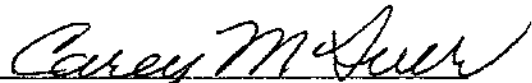
User rate revenues for garbage collection & recycling are budgeted in 2007 in amounts that include a 5% rate increase. Staff recommend that the associated Garbage and Recyclables Materials Collection Rates bylaw be amended to reflect the user fees in the approved 2007 budget. Adoption of the amended bylaw will ensure sufficient revenue to fulfill the RDN's contractual obligations. If the user fees are not amended the result will be a budgetary shortfall for 2007 which will have to be corrected with higher fees in subsequent budgets.


**RECOMMENDATIONS:**

1. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.10, 2007" be introduced and read three times.
2. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.10, 2007" having received three readings be adopted.

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

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

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

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

**COMMENTS:**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1009.10**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO GARBAGE AND RECYCLABLE  
MATERIALS COLLECTION BYLAW NO. 1009**

WHEREAS the “Regional District of Nanaimo Garbage and Recyclable Materials Collection Bylaw No. 1009, 1996”, provided for the collection of garbage and recyclable materials within the Regional District of Nanaimo;

AND WHEREAS the Board wishes to amend the rates established by Bylaw No. 1009;

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

1. Schedule ‘A’ of Bylaw No. 1009 is hereby repealed and replaced with Schedule ‘A’ attached to this bylaw.
2. This bylaw may be cited as “Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.10, 2007”.

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

.....  
 Chairperson

.....  
 Sr. Mgr., Corporate Administration

**RECYCLING AND GARBAGE COLLECTION RATES**

	<b>Regional Property Owners (Basic Rates)</b>	<b>City of Parksville, Town of Qualicum Beach, District of Lantzville</b>
1. Weekly garbage and bi-weekly recycling collection: allows for setting out one garbage container on any collection day	\$117.50 per annum per dwelling unit	\$117.50 per annum per dwelling unit
2. Bi-weekly garbage and recycling collection: allows for setting out two garbage containers on any collection day	\$108.00 per annum per dwelling unit	\$108.00 per annum per dwelling unit
3. Bi-weekly recycling collection	\$31.75 per annum per dwelling unit	\$31.75 per annum per dwelling unit
4. Tags for disposal of extra garbage: allows for setting out additional garbage containers over and above those permitted under items 1 and 2	\$2.00 per garbage container	\$2.00 per garbage container
5. Recycling containers	\$9.25 each	\$9.25 each



RDN	
CAO	GMF&IS
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SMGA CHAIR	BOARD
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# MEMORANDUM

**TO:** John Finnie  
General Manager of Environmental Services      **DATE:** December 18, 2006

**FROM:** Mike Donnelly  
Manager of Utilities      **FILE:** 5500-22-01

**SUBJECT:** Water Service Areas – User Rate Review

## PURPOSE

To present the Board with proposed Water User Rate Amendment bylaws for all seven RDN water service areas.

## BACKGROUND

In November of 2005 a budget overview for the 2006 Utilities Department work plan was presented to the Board. That presentation outlined the department’s intention to carry out a full review of all water user rate structures in 2006 and to bring forward the results of that review as part of the 2007 budget process.

The review of the water user rates was undertaken to address three key issues.

1. User cost inconsistencies between pricing structures.
2. Ensuring pricing reflects the cost to provide water.
3. Ensuring the pricing structure is conservation based.

It is important to note that this report proposes changes to the existing water user rate structures to address the issues noted above. This report does not address budget impacts that may arise out of the 2007 budgeting process that are required due to capital and or operational issues.

While operational costs to provide water for consumption are similar in each of the areas the cost to the consumer for consumption of that water is not. Residents from the various water service areas have questioned this inconsistency which prompted the need to clarify our costs vs. rates approach. The minimum daily rates for all systems range from \$0.15 in French Creek to \$0.93 in San Pareil. The amount of water our customers receive for that minimum daily rate ranges from 0.43 m<sup>3</sup> to 1.3 m<sup>3</sup> respectively. In the San Pareil example the high daily rate can result in greater consumption as a large block of water is already paid for in the minimum daily rate. Reducing use in this case will have less impact on the costs to the user which in turn has a direct impact on the consumer’s approach to water use and conservation.

The varying pricing structures for water consumption are largely the result of adherence to historical pricing levels and have been influenced by the use of parcel taxes to balance revenue requirements. Pricing has not been established using actual production costs. Parcel taxes, while normally used to account for debt, capital and the funding of reserves has been utilized, in some systems, to provide a large degree of operational funding. This approach to funding provides a form of operational cost subsidy which removes the linkage between user fees and the actual operational cost of water being provided.

A number of structural changes to the rate structures have been identified as well. These structural changes, examined in more detail below, have been introduced to provide simplicity, consistency, transparency, and an incentive to reduce water consumption while providing an acceptable level of certainty with respect to revenue generation for the operation of the systems.

**EXISTING PRICING STRUCTURE**

The Regional District has had an inclined block rate pricing structure for water in place for a number of years. The inclined block pricing structure includes a daily flat rate for a given amount of water and increased pricing after that for increased consumption. All of the RDN water systems have this structure in place which includes a minimum daily rate and five pricing levels in the inclined block structure. Pricing using the inclined block rate is based on average daily consumption calculated over the billing period.

The inclined block rate approach is one of the key tools water purveyors use to promote water conservation and is supported by both the Provincial and Federal governments as an effective tool for pricing and in the development of water conservation strategies.

**Inclined Block Rate Example (Existing)**

	Daily Consumption (m <sup>3</sup> )	Cost per block
Minimum daily cost		\$0.25
Block 1	0.9	\$0.54
Block 2	2	\$1.08
Block 3	3	\$1.62
Block 4	4	\$1.98
Block 5	5	\$2.35

Each water system has a minimum daily rate for a specified block of water. Currently, this block of water represents varying volumes in the different water service areas which introduces inconsistency between systems. In some systems this daily allowable block of water is less than the Canadian standard volume for a family (673 L/day) while in other RDN water service areas the daily allowable amount is approximately twice the national average. Both situations are problematic in that the lower allowance results in customers being charged on the inclined block rate for water they need to meet their minimum daily demands. The larger daily allowable amount results in a reduction in the need to conserve as the customer is provided with a significant amount of water, over and above the daily average requirement, at the minimum daily rate.

After the minimum daily rate is exceeded under the existing rate structure and depending on consumption, the customer progresses through the five blocks. The cost for each block of water is increased up to a maximum cost for the fifth block after which the price does not increase with increased consumption but remains at the block 5 cost. During the winter months it is common for customers not to consume enough water to move beyond the first pricing block. The average daily winter consumption for water in the RDN systems from 2001-06 was 540 litres or 0.54 m<sup>3</sup>. In the summer months however consumption increases with outdoor use on average by 2.6 times to an average of 1,404 litres per day or 1.4 m<sup>3</sup>.



### **Cost to Provide Water**

Currently the operational costs for the provision of water are not directly linked to the water pricing structures. When the operational costs of providing water are analyzed it can be shown that the average cost to provide water in the RDN systems is \$1.15 per cubic metre. The current average recovery for water costs via user rates is \$0.52 per cubic metre (45% of the average cost) with the remaining funds required coming from parcel taxes. (Operational costs do not include debt or capital costs.)

### **PROPOSED RATE STRUCTURE MODIFICATIONS**

Below are the proposed changes to the water user rate structures in the seven water service areas within RDN control. It is proposed that all seven water systems will have an identical rate structure with these changes.

#### **Minimum Daily Volume**

As previously noted there exists in the seven RDN water service areas a wide range of water provided under the minimum daily rate structure. The lowest volume provided is 430 L/day per household and the highest is 1,300 litres with an average minimum daily volume of 640 L/day provided under the existing pricing structure. The Canadian national average for metered systems is 673 L/day per household. In the RDN, between 2001 and 2006, the average annual daily use per household was 830 L/day.

Given that the existing average minimum daily volume in the RDN is 640 litres and recognizing the Canadian national average stands at 673 L/day it is proposed that the minimum daily volume be set at 700 L/day to assist in establishing a conservation based rate structure.

#### **Minimum Daily Rate**

The proposed minimum daily rate is based on the average operational costs to provide water in all seven systems. If the pricing structure used strict full cost accounting the minimum daily rate would be developed by multiplying the cost per cubic metre to provide the water (\$1.15) by the minimum daily allowance of 0.7 cubic metres (700 litres). This would result in a minimum daily charge of \$0.805 ( $\$1.15 \times 0.7$ ).

When modeling this price change it became clear that moving from the existing pricing to a full cost accounting approach with no use of parcel taxes to support operational costs would impose significant user cost increases on a number of systems. As well, relying entirely on water consumption revenues to cover operational costs with no support from parcel taxes would result in no supporting contributions from properties without water service connections and would elevate the risk of not meeting revenue projections in some years due to fluctuations in levels of consumption.

To lessen the impact of user rate cost increases and to introduce a modified contribution rate from parcel taxes it is proposed that the minimum daily rate be set at 75% of the actual cost to provide the water for consumption with the remaining revenue generated through parcel taxes. This will result in a minimum daily rate of \$0.60 ( $75\% \times \$0.805$ ).

#### **Inclined Block Rates**

The current inclined block model has five block rates in addition to the minimum daily rate. On review of this model it was noted that given the typical water consumption curve for a given water system there was no need to have intermediate block rates in place between the first (low consumption) and last (high consumption) blocks to capture changes in consumption. By utilizing two blocks after the minimum daily rate use patterns are captured and the model is simplified.

In the proposed water rates model the cost for Block 1 is double the minimum daily rate to equal \$1.20 / m<sup>3</sup>. The allowable water use under Block 1 is also doubled to 1.4 m<sup>3</sup> per day. The Block 2 rate of 1.5 x Block 1 was derived by modeling existing high use patterns and matching those patterns as closely as possible.

### Proposed Inclined Block Rate

Minimum Daily Rate	Rate per Cubic Metre (Consumption per day)	
	From 0.7 to 1.4	Over 1.4
\$0.60	\$1.20	\$1.80

### Consumer Impacts

The proposed changes to the user rates result in an overall increase in revenue in 2007 of 2% for each system as a whole. However the impacts to homeowners vary depending on their level of consumption and the amount of relative change to user rates and parcel taxes each system will experience. The following table illustrates the combined impact in those changes for Low, Average and High water consumers. As well, the table shows the actual changes in parcel taxes using this approach.

### Cost Increases/Decrease for Low, Average and High Water Consumers

	NBPWSA	French Creek	San Pareil	Englishman River	Surfside	Melrose	Decoreeey
Low Consumption	5.9%	23.7%	-12.0%	0%	-11.5%	-10.0%	4.8%
Average Consumption	5.5%	21.2%	-4.0%	1.4%	-2.6%	-5.2%	4.8%
High Consumption	14.7%	25.6%	9.7%	4.5%	15.2%	22.9%	9.0%
<b>Total System Revenue Increase</b>	<b>2.0%</b>	<b>*18.1%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>

Existing Typical Annual Consumption Costs	\$183.68	\$113.13	\$420.65	\$416.74	\$115.00	\$328.75	\$133.20
Existing Parcel Tax	\$245.32	\$197.87	\$261.35	\$294.26	\$449.00	\$663.25	\$918.00
<b>Total Existing Typical Cost</b>	<b>\$429.00</b>	<b>\$311.00</b>	<b>\$682.00</b>	<b>\$711.00</b>	<b>\$564.00</b>	<b>\$992.00</b>	<b>\$1,052.00</b>

Proposed Typical Annual Consumption Costs	\$314.50	\$209.50	\$344.00	\$344.50	\$322.00	\$263.00	\$263.00
Proposed Parcel Tax	\$137.50	\$166.50	\$310.00	\$376.50	\$227.00	\$677.00	\$840.00
<b>Total Proposed Typical Cost</b>	<b>\$452.00</b>	<b>\$376.00</b>	<b>\$654.00</b>	<b>\$721.00</b>	<b>\$549.00</b>	<b>\$940.00</b>	<b>\$1,103.00</b>

<b>Typical Annual Total Increase/(Decrease)</b>	<b>\$ 23.00</b>	<b>\$ 65.00</b>	<b>(\$28.00)</b>	<b>\$10.00</b>	<b>(\$15.00)</b>	<b>(\$52.00)</b>	<b>\$ 51.00</b>
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\*Due to the very low water user rates for French Creek this system will see the increases in their water user rates accomplished over 2 years. This will assist in reducing the immediate impact of the increase. The proposed increase for French Creek has been adjusted to result in an overall impact in line with the 2007 Financial Plan as approved by the Board last year which includes increases to meet the staged reductions in support funding resulting from the Chartwell incorporation.

## **ALTERNATIVES**

1. Approve the proposed User Rate Amendment bylaw changes.
2. Do not approve the bylaw changes.
3. Provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

The proposed changes to the water service area user rate bylaws will generate a 2% overall increase in each of the 7 RDN Water Service Areas. Modifications to the rate structures will result in changes to both user rates and parcel tax revenue streams to achieve the 2% increase.

If the existing rate structures are to be maintained with no changes as proposed then staff will bring a subsequent report to the Board requesting Water User Rate Bylaw changes that will allow for an overall revenue increase in 2007 of 2%. This would mean that the existing inconsistencies between user rates will remain.

Should the user rate structure as proposed be approved the residents of the service areas will see the changes in the Spring water use billing in May of 2007.

## **PUBLIC IMPLICATIONS**

With approval of the proposed changes staff will prepare information mail outs to the water service areas and will meet with those water advisory groups that exist in the various systems. Input from the public and from the advisory groups will be brought back to the Board for their consideration and for final approval of the proposed amendments to the Water User Rate Bylaws.

## **SUMMARY/CONCLUSIONS**

A review of the Water User Rates for the seven RDN water service areas has been carried out. The review identified the need to develop a single rate structure for all seven systems and that the rate structure be based on the actual cost to provide water to the water service areas. As well there are a number of structural changes proposed to improve equity in pricing and to encourage water conservation.

Approval of the changes to the pricing structure will take effect in the Spring billing in May of 2007.

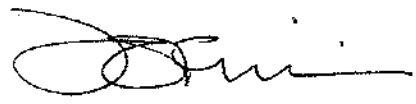
**RECOMMENDATIONS**

1. That Regional District of Nanaimo, "Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Bylaw No. 1468.03, 2007" be introduced for three readings.
2. That Regional District of Nanaimo "French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.14, 2007" be introduced for three readings.
3. That Regional District of Nanaimo, "San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.08, 2007" be introduced for three readings.
4. That Regional District of Nanaimo, "Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.04, 2007" be introduced for three readings.
5. That Regional District of Nanaimo, "Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.15, 2007" be introduced for three readings.
6. That Regional District of Nanaimo, "Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.03, 2007" be introduced for three readings.
7. That Regional District of Nanaimo, "Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.10, 2007" be introduced for three readings.
8. That the results of the public input on the amendments to the Water User Rate bylaws be brought forward for the Board's consideration.




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Report Writer



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General Manager Concurrence



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C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1468.03**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO NANOOSE BAY PENINSULA  
WATER LOCAL SERVICE AREA RATES AND  
REGULATIONS BYLAW NO. 1468, 2005**

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

1. Schedule 'A' attached to "Regional District of Nanaimo Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.01, 2006" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.03, 2007".

Introduced and read three times this 23rd day of January, 2007.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

## **SCHEDULE 'A'**

### **NANOOSE BAY PENINSULA WATER USER RATES**

#### **1. Domestic Water Rates**

- (a) Private connections where one connection serves one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
- (b) Apartments, Duplexes, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
- (c) Minimum rate is \$0.60 per day.
- (d) Schools – As per (b) above plus \$65.00 per billing period.
- (e) Commercial and Recreational Units – As per (b) above.
- (f) Unmetered fire lines, \$53.10 per billing period.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 619.14**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO FRENCH CREEK WATER SUPPLY  
LOCAL SERVICE AREA REGULATIONS AND  
RATES BYLAW NO. 619, 1983**

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

1. Schedule 'B' of "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.12, 2006" is hereby repealed and replaced by Schedule 'B' attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.14, 2007".

Introduced and read three times this 23rd day of January, 2007.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

## **SCHEDULE 'B'**

### **FRENCH CREEK WATER USER RATES**

#### **I. Domestic Water Rates**

- (a) Private connections where one connection serves one unit:
  - i) For the first 1.4 cubic meters per day, \$0.80 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.20 per cubic meter.
  
- (b) Apartments, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
  - i) For the first 1.4 cubic meters per day, \$0.80 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.20 per cubic meter.
  
- (c) Services without a meter:  
\$1.03 per day per unit for residential units without a meter.
  
- (d) Minimum rate is \$ .40 per day



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1172.08**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO SAN PAREIL WATER SUPPLY  
LOCAL SERVICE AREA RATES AND  
REGULATIONS BYLAW NO. 1172, 1999**

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

1. Schedule 'A' of "Regional District of Nanaimo San Parcil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.06, 2006" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo San Parcil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.08, 2007".

Introduced and read three times this 23rd day of January, 2007.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

## SCHEDULE 'A'

### SAN PAREIL WATER USER RATES

#### 1. Domestic Water Rates

- (a) Private connections where one connection serves one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
- (b) Apartments, Duplexes, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - v) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
- (c) Minimum rate is \$0.60 per day.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1383.04**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO ENGLISHMAN RIVER  
COMMUNITY WATER SUPPLY SERVICE  
AREA RATES AND REGULATIONS  
BYLAW NO. 1383, 2004**

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

1. Schedule 'A' of "Regional District of Nanaimo Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.02, 2006" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited as "Regional District of Nanaimo Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.04, 2007".

Introduced and read three time this 23rd day of January, 2007.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Regional District of Nanaimo Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.04, 2007"

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Chairperson

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Sr. Mgr., Corporate Administration

## SCHEDULE 'A'

### ENGLISHMAN RIVER COMMUNITY WATER USER RATES

#### 1. Domestic Water Rates

- (a) Private connections where one connection serves one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
- (b) Apartments, Duplexes, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - v) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
- (c) Minimum rate is \$0.60 per day.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 700.15**

**A BYLAW TO AMEND THE REGIONAL DISTRICT OF  
NANAIMO SURFSIDE PROPERTIES SPECIFIED AREA  
WATER REGULATIONS AND RATES BYLAW NO. 700, 1986**

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

1. Schedule 'B' of "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.13, 2006" is hereby repealed and replaced with Schedule 'B' attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.15, 2007".

Introduced and read three times this 23rd day of January, 2007.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

## **SCHEDULE 'B'**

### **SURFSIDE PROPERTIES WATER USER RATES**

#### **1. Domestic Water Rates**

- (a) Private connections where one connection serves one unit:
  - i) For the first 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
  
- (b) Apartments, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
  - i) For the first 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
  
- (c) Services without a meter:  
\$1.03 per day per unit for residential units without a meter.
  
- (d) Minimum rate is \$ .60 per day

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1434.03**

**A BYLAW AMEND REGIONAL DISTRICT  
OF NANAIMO MELROSE TERRACE  
WATER LOCAL SERVICE AREA RATES  
AND REGULATIONS BYLAW NO. 1434, 2005**

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

1. Schedule 'A' of "Regional District of Nanaimo Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434.01, 2006" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited for all purposes as the "Regional District of Nanaimo Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434.03, 2007".

Introduced and read three times this 23rd day of January, 2007.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

## SCHEDULE 'A'

### MELROSE TERRACE WATER USER RATES

#### 1. Domestic Water Rates

- (a) Private connections where one connection serves one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
- (b) Apartments, Duplexes, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
- (c) Minimum rate is \$0.60 per day.



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1097.10**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
DECOURCEY WATER SUPPLY LOCAL SERVICE AREA  
REGULATIONS AND RATES BYLAW NO. 1097, 1998**

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

1. Schedule 'A' attached to "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.08, 2006" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited as "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.10, 2007".

Introduced and read three time this 23rd day of January, 2007.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Gen. Mgr., Corporate Administration

## **SCHEDULE 'A'**

### **DECOURCEY WATER USER RATES**

#### **1. Domestic Water Rates**

- (a) Private connections where one connection serves one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
  
- (b) Apartments, Duplexes, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
  - i) Up to 1.4 cubic meters per day, \$1.20 per cubic meter.
  - ii) Over 1.4 cubic meters per day, \$1.80 per cubic meter.
  
- (c) Despite Subsections (a) and (b), in the case of a residential dwelling unit in respect of which metered readings are, for any reason, not available, \$1.69 per day per dwelling unit.
  
- (d) Minimum rate is \$0.60 per day.

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE CLIMATE CHANGE SELECT COMMITTEE  
MEETING HELD ON THURSDAY, SEPTEMBER 28, 2006, AT 10:00 AM  
IN THE RDN COMMITTEE ROOM**

**Present:** Director D. Bartram Chairperson  
Director L. Biggemann Electoral Area F  
Alternate Director S. Herle City of Parksville  
Director B. Holdom City of Nanaimo

**Also in attendance:** J. Finnie RDN, GM of Environmental Services  
C. McIver RDN, Manager of Solid Waste  
R. Lawrance City of Nanaimo Environmental Planner  
B. Farkas RDN, Recording Secretary

**Call to Order:** The meeting was called to order by the Chairperson at 10:05 am.

**Minutes:** Minutes of the June 29, 2006 meeting were adopted.

**Final Draft RDN Corporate Climate Change Plan:**

The final draft RDN Corporate Climate Change Plan was presented to the committee for review and approval. The committee recommended that the following changes be made to the Plan:

- ◆ All reference made to the expansion of Ravensong Aquatic Centre identified in the recently approved Recreation Master Plan should indicate that this is a "proposed" expansion.
- ◆ Revise the wording in Section 4.8 to stress that all options for improving energy efficiency in the vehicle fleet will be investigated.
- ◆ Various typos and layout errors were identified for correction.


The committee agreed with the staff recommendation to defer consideration of creating a new Energy Management Coordinator position until after the Community Plan is complete in 2007.

C. McIver updated the committee on plans to invite Parksville, Qualicum Beach and Lantzville to join the Partners for Climate Protection Program and to have RDN staff prepare individual Corporate Climate Change Plans for each community. It was noted that one or two very short meetings between the consultant and municipal staff (including financial staff and operations staff) would be involved for information gathering purposes. The data will then be assembled into a worksheet for the consultant to prepare the Plans. Ms. McIver noted that the intent is for the Corporate Plans to be completed by the end of the year.

Ms. McIver advised that the RDN has applied for funding assistance from the following: Local Government Infrastructure Grant, Community Action for Energy Efficiency (Fraser Basin Council), and Ministry of Environment to prepare an integrated community energy, emissions and air quality plan. The total financial assistance may be \$20,000 - \$50,000 and all funds are to be spent by the end of March 2007.

Ms. McIver advised that a report will be going forward to the October Committee of the Whole recommending approval of the RDN Corporate Climate Change Plan.

**ADJOURN** The meeting adjourned at 10:55 am.

  
Chairperson

CCSC September 28 2006.doc

REGIONAL DISTRICT OF NANAIMO

MINUTES FROM THE 3<sup>rd</sup> MEETING OF THE  
DRINKING WATER WATERSHED PROTECTION  
STEWARDSHIP COMMITTEE

HELD ON WEDNESDAY, NOVEMBER 1, 2006 AT 12:00 PM  
IN THE RDN COMMITTEE ROOM

Present:	Dave Bartram	RDN Board Member
	Mike Donnelly	Manager of Utilities, RDN
	Brian Epps	Ministry of Environment
	John Finnie	GM of Environmental Services, RDN
	Grace Gunderson	Electoral Area Resident
	Jill Lucko (for Gary Anderson)	Vancouver Island Health Authority
	Jennifer Ann MacLeod	Electoral Area Resident
	Stuart MacPherson	Private Forest Lands Council
	Sheila Malcolmson	Islands Trust
	Pearl Myhres	Water Improvement District Representative
	Sandy Robinson (for T. Wicks)	Arrowsmith Watershed Coalition Society
	Faye Smith	Mid Vancouver Island Habitat Enhancement Society
	J. Stanhope (CHAIR)	RDN Board Chair
	David Vincent	Electoral Area Resident
	Maureen Young	RDN Board Member
	David Reid	Consultant – Lanarc Consultants Ltd.
	Harriet Rueggeberg	Consultant – Lanarc Consultants Ltd.
	Gilles Wendling	Consulting Hydrogeologist - GW Solutions Inc

**1. Presentations**

Gilles Wendling – Groundwater 101: presentation on the basics of groundwater assessment, drilling and management

David Reid – Low Impact Development 101: presentation on options for managing rainwater (stormwater) sustainably.

**2. General Discussion**

John Finnie reviewed the Committee's mandate, noting that given the somewhat delayed start, he anticipates taking the Committee's recommendations on water management priorities and actions to the Board in late 2007 in time for 2008 Budget deliberations.

John noted that while that there is no limit to the actions that could be identified, the RDN has no official function for drinking water management throughout the RDN and therefore, no staff or budget allocated. Therefore, while reviewing a wide range of possible initiatives, the Committee should also think about funding sources – grants, fees or taxes (requires definition of a 'function'), etc. John again urged the Committee to think regionally, noting that local initiatives could also be used to provide region-wide benefits.

A question was asked about gaining a First Nations representative. Mike Donnelly stated that they have had no success as yet, but RDN staff is still trying to contact First Nations. It was noted that Kim Recalma-Clutesi (former chief of Qualicum First Nation?) is speaking at the upcoming water conference, and could be approached there.

Dave Bartram noted that:

- The Board approved a “sustainability checklist” last Tuesday.
- Several resolutions were considered at the recent UBCM (Union of BC Municipalities) convention pertaining to drinking water issues. Resolutions regarding training for drinking water operator certification and drinking water standards were passed, and resolutions regarding small water systems and water quality testing were referred back to UBCM for further deliberation. Details about the resolutions and the Province’s responses to them are available on the BC Civic Net website [www.civicnet.bc.ca](http://www.civicnet.bc.ca).

In a discussion of who bears the cost of water quality testing, Jill Lucko noted that there are a lot of inconsistencies, with some local governments paying for all testing (e.g., Kelowna) while other pay partially or not at all (Nanaimo). The Ministry of Health has been considering requiring larger systems (e.g., over 50 connections) to pay for their own testing. There was general support for UBCM’s position that the Province fund all testing.

### **3. Review of Last Meeting Minutes**

With particular reference to the “Issues – Objectives – Actions” table, Jenny MacLeod asked that rainwater be added to surface and groundwater in all references to water sources.

### **4. RDN Water Systems in Context**

Mike Donnelly gave a brief presentation on the number and location of Improvement Districts, Waterworks Districts, water use communities, private water utilities, water service areas and “other” water systems in the RDN. This information will be available on the DW-WG website.

### **5. Review of Updated Issues, Objectives and Actions (draft)**

Harriet Rueggeberg and Dave Reid presented and facilitated the discussion of a revised table of “Issues – Objectives – Actions” (31 Oct 06 version), starting at the back with “Public Education and Involvement” and working through the other four topics: “Watershed/Aquifer Management and Stewardship”, “Water Quality Treatment”, “Water Conservation and Demand Management” and “Water Sources and Supply – surface water, groundwater and rainwater”. Results of the discussion will be reflected in revisions to the table. A sample of comments made include:

- Water sources and supply should include surface water, groundwater and rainwater.
- Where the term ‘RDN’ is used, it should be changed to ‘region’, to reflect the geographic area, rather than the political area or sub-areas.
- Recognize the jurisdiction limitations of the RDN,
- Stating an issue, objective or action does not mean that it will be funded by the Regional District.
- The group may advocate to the Province for tools and resources for the RDN to effectively manage water.
- Streamkeepers may be able to undertake some stream temperature monitoring. Additional fisheries funding may also become available.

- Consideration of future water sources needs to take into account whether these have any 'surplus' capacity over the needs of the ecosystem.
- Consider the 'value' of water management, not just the cost. Consider variable pricing – higher prices for peak time consumption. Review the risk of unregulated 'commercial' use of private water wells.
- Consider a 'business outreach' program to support 'micro' water providers in meeting the DWP Act, e.g. information, support, contact names.
- How can long term impacts of well water withdrawal be properly considered – e.g., community wells that draw down the water table in the long term?
- Watch out for situations where requirements for more water supply to provide surety for the long term lead to more water consumption in short term (i.e., perception that water is abundant, and less public awareness and action for conservation).
- What can be done about 'old' existing developments?
- Integrate public awareness programs with those by other governments and NGOs. Recognize the role of youth and schools.
- Sheila indicated she would email about the role of various committees at the Provincial level.
- Look for measures that rely on local water supply and local solutions to meeting water demand, as opposed to solutions that rely on water transfers across watershed or aquifer boundaries.
- Existing data on well records are by no means perfect, but are useful nevertheless. Better systems of aquifer data management should be sought, while making use of existing information in the short term.

#### **6. Potential DWWP Actions and Priorities**

Dave and Harriet then reviewed a spreadsheet entitled "Rating the Draft Actions" (31 Oct 06 version). Committee members were tasked with rating each of the Draft Actions on a scale of 1-5 for 'relative cost', 'timeline' and 'benefit/effectiveness' and provide any comments on the draft actions. Members were asked to return their responses to the consultants, either electronically or on paper, by Wednesday, November 15. The results will be compiled and presented at the next meeting.

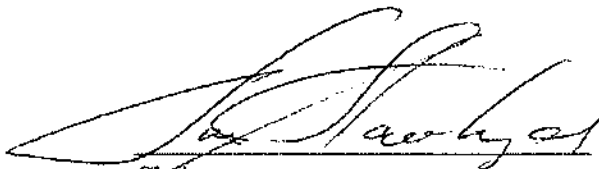
#### **7. Wrap Up – Questions – Next Steps**

David Reid noted that Ed Hoepner of Hornby Island will be asked to do a presentation on rainwater and greywater practices at the next meeting.

The next meeting is scheduled for Wednesday, December 6, 2006 at 12:00 noon.

#### **8. Adjournment**

The meeting was adjourned at 3:15pm.



Chairperson

**REGIONAL DISTRICT OF NANAIMO**

**DRAFT MINUTES OF THE  
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /  
STATE OF SUSTAINABILITY PROJECT MEETING  
HELD ON WEDNESDAY, NOVEMBER 22, 2006  
IN THE COMMITTEE ROOM**

**Present:**

Director Bill Holdom	Chair
Gordon Buckingham	
Brian Anderson	
Adele McKillop	
Betty Collins	
Sharon Thomson	
Ross Peterson	

**Also in attendance:**

Paul Thompson	Manager, Long Range Planning
Adrienne Mercer	Communications Coordinator

**Absent:**

Director Dave Bartram	Deputy Chair
Douglas Anderson	
Janet Farooq	
Sylvia Neden	

**CALL TO ORDER**

Director Holdom called the meeting to order at 5:35 PM.

Paul Thompson outlined the items on the agenda.

**MINUTES**

The minutes from the previous meeting (Sept 6/06) were approved.

**CORRESPONDENCE**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**a) Short Report on Sustainability Indicators**

Adrienne Mercer provided an overview of how the Regional Perspectives newsletters are prepared and distributed. She then proceeded to outline a proposed layout for the short version of

the State of Sustainability Report (short report). Generally, it could be divided into the three broad categories of environment, economy and society, areas to highlight, areas for improvement and next steps. There is a need to make the publication appealing so that people will read it. This can be done through the layout, graphics and using titles that will pique people's interests.

A roundtable discussion followed on how to make the short report interesting and attractive. One idea is to use familiar categories such as Quality of Life and Carrying Capacity. Other discussion focused on the results of the report which were not very positive. Perhaps a theme for the short report is "we could do Better". Other ideas are to make use of the words 'we' and 'our' when referring to the region. An effort should be made to give an even amount of space to each of the three capital sections.

There was general agreement to divide the report into 5 sections. The first would provide an introduction to the Sustainability Project, explaining how it was conducted and its limitations. The front page would also pose the main question: How Sustainable Are We? Two pages would be provided for each section on the economy, society and the environment. Within each section, the sustainability characteristics will be phrased as a question with a summary of the grades and trends of the indicators for each characteristic. As well, certain indicator results will be highlighted within each section. The last section would have information on what is next, the upcoming public workshop and where to get more information. Staff will prepare a draft of the text to be ready by the end of December so that it can be reviewed at the next meeting in early January. Proposed publishing date is mid February.

#### **b) Public Event to Present Sustainability Report**

Paul Thompson provided an overview of the fourth deliverable of the Sustainability Project: a public event to present the Sustainability Report. The purpose of the workshop is to present the report's findings and use it as a basis for discussion about priorities to make the region more sustainable and generally what can be done. Hopefully the discussion can include how to improve the RGS.

There was some discussion with the RGMAC members recommending that the workshop be divided into two parts: history of the project and request for input on how to improve sustainability in the region. RDN staff will organize this event with the assistance of consultants. The consultants can advise on the best way to organize the agenda and best way to get input from the participants. There is money in the budget to cover consulting assistance, event speakers' fees and expenses, venue rental and catering, and advertising.

Staff will contact the consultants and have the consultants attend a future meeting with a proposed agenda for the workshop.

#### **c) Timeline to complete Sustainability Project**

Paul Thompson outlined a proposed timeline to complete the remaining deliverables: the short report to be completed and distributed by mid February; the public workshop to be held in late winter/early spring; the final report to be completed by early Fall; and the Awards Program to be ready by the fall of 2007.



Staff will research other awards programs and present a proposal to the committee for the RDN Sustainability Awards Program.

**d) Sustainability in the Georgia Basin**

Ross Peterson advised the committee that there are different sustainability initiatives currently underway in the Georgia Basin and that there would be some benefit to having a standardized way of reporting so that comparisons can be made and to provide better opportunities for cooperation. He advised the committee of a program being initiated by Fisheries and Oceans Canada to evaluate watersheds. DFO is looking for communities to work with and the Englishman River may be a good pilot project.

**NEXT MEETINGS**

The next meeting is scheduled for Wednesday January 10 where a draft of the text for the short report will be reviewed. Please note the meeting will be held in the Board Room as the Committee Room is in use.

**ADJOURNMENT**

Director Holdom adjourned the meeting at 8:00 PM.

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Chair, Director Bill Holdom

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE REGULAR MEETING HELD ON MONDAY, SEPTEMBER 11, 2006 AT 7:00 PM WOMEN'S INSTITUTE HALL, GABRIOLA ISLAND

#### In Attendance

Don McLaughlin  
Tom Cameron  
Marylyn Beaubien

Adrian Thomson  
John Buttrick

Barrie Innes  
Kerry Marcus

#### Staff

Carol Mason, Chief Administrative Officer  
Tom Osborne, General Manager Recreation and Parks  
Wendy Marshall, Manager Parks Services  
Joan Michel, Parks and Trails Coordinator

#### Absent

Director Berni Sperling, Jacqueline Cecil Sears

#### Guests

Mr. and Mrs. Juan Cereno, Judith and Harvey Graham

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Chairman D. McLaughlin called the meeting to order at 7:00 pm.

#### ADOPTION OF AGENDA

MOVED J. Buttrick, SECONDED K. Marcus, that the Agenda be adopted. CARRIED

#### DELEGATIONS AND PRESENTATIONS

##### Juan Cereno, Paradise Trail Rides

Mr. Cereno presented his case for being permitted to operate his trail riding business at the 707 Acres Community Park, and responded to questions from Committee members and staff.

#### APPROVAL OF MINUTES

MOVED A. Thomson, SECONDED J. Buttrick, that the Minutes of the 12 June 2006 Area 'B' Parks and Open Space Advisory Committee regular meeting be approved as presented. CARRIED

#### BUSINESS ARISING FROM MINUTES

##### Notice of POSAC Meetings in Local Press

B. Innes pointed out that notice of the POSAC meeting has still not appeared in local media. C. Mason clarified that some local area notice is required as regards any RDN Board advisory committee and asked T. Osborne to ensure that appropriate community notification procedures are in place for all POSACs. Secretary K. Marcus offered to assist staff with the task on Gabriola.

##### Revised POSAC Terms of Reference

C. Mason spoke to the spring 2006 revision of the terms of reference for the Electoral Area B POSAC, specifically the new ex-officio status of the Area Director and the role of the Committee in the absence of a participating Board director. C. Mason assured the POSAC that the Committee's role has not diminished and its mandate to liaise with the community in respect of all parkland matters and advise staff and the Board on community interests and issues remains in effect. The Regional Board is informed about Area B parkland matters by the Area Director, staff as well as the Area B POSAC. POSAC

meeting minutes are always tabled for information at Board meetings and any POSAC resolutions contained therein are addressed directly at Board meetings.

### COMMUNICATIONS AND CORRESPONDENCE

A number of communications on the subject of permitting J. Cereno to operate his trail riding business at the 707 Acres Community Park, including local media articles, letters to the editor and email from the Area Director, were noted.

### BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS AND CORRESPONDENCE

The Committee discussed J. Cereno's proposed commercial use of the 707 Acres Community Park. The position of staff and the Area Director that no commercial use permits would be issued for the 707 Acres until a management plan had been completed for the park in 2007 or 2008 was reiterated. Committee members argued that the proposed commercial use was negligible and should be permitted.

#### MOTION

That the Area B POSAC supports Paradise Trails being permitted commercial access to old logging roads in the 707 Acres Community Park for transit by guided trail riding groups in advance of the completion of a management plan for the park, and that the RDN approach the Local Islands Trust Committee to see if it has any issues with the temporary commercial permitting of Paradise Trails at the 707 Acres Community Park.

MOVED A. Thomson, SECONDED J. Buttrick, that the motion be approved. CARRIED

### STANDING REPORTS

#### Beach Accesses (BAs) and Undeveloped Road Allowances (URAs)

- J. Michel noted that copies of the 2000 inventory of Gabriola Island BAs were posted to all new POSAC members in July; this consultant's report is the predecessor of the previously circulated 2004 POSAC BA update.
- The Committee discussed the nature of staff work required to secure access to Shaw Rd GI-43. Work on this and the other two outstanding BA projects (Rowan Way GI-52 and Easthom Rd GI-27) will not likely begin until 2007.
- The continuing trespass issue at the Fin Road access (GI-07) was reviewed and bringing this on as an RDN BA project discussed with reference to the staff document *A Primer on Water Accesses*.
- The Committee discussed the potential for one or more new BAs being created further to the development of the Taylor Bay Road waterfront lands adjacent to Descanso Bay Regional Park.

#### Community Parks (CPs)

- The Committee was updated on outstanding staff work on stair improvements at Joyce Lockwood and the Spring Beach BA, along with shoreline restoration at Mudge Park; it remains the plan to complete the stairs in 2006.
- Neighbours of Malaspina Galleries CP have alerted the Area Director to problems with inappropriate use of Malaspina Galleries, e.g., drinking, littering and lounging on the top of the sensitive Galleries. Staff has begun working with the neighbours on a program of improvements to be in place by summer 2007.
- The Fisher Road access to the 707 Acres CP has been blocked to vehicles and an air photo park map showing existing trails developed and posted at the Park. Thanks to the Gabriola Land and Trails Trust for assisting with the erection of simple trail markers and park map.

- J. Michel is working with private landowners on Commodore Way regarding the creation of a public trail to connect Commodore Way with Withey and Coast Roads.
- Concerning the Centre Stage Holding subdivision application, the RDN has recommended a parkland dedication to the Local Islands Trust Committee that involves a three metre wide strip along the lower half of the eastern boundary of the upper parcel.

#### RDN Parks and Trails

The Monthly Parks Report for May 2006 was distributed.

#### **NEW BUSINESS**

##### Regional Meeting of Directors and POSAC Chairpersons

The RDN is holding a meeting of POSAC chairpersons and Area Directors in order to review the process for POSAC involvement in parkland dedications. It was noted that the process would not pertain to Area B since it is the Islands Trust and not the RDN that handles subdivision applications here. D. McLaughlin will not be able to attend; no other Committee member expressed interest in attending.

##### Committee Member Resignation

Marylyn Beaubien tendered her resignation as Committee member and was roundly thanked for her good work on behalf of the community.

#### **COMMITTEE ROUND TABLE**

- The Committee discussed the pending completion of the trail connection across Taylor Bay Road between Cox Community Park and Descanso Bay Regional Park. Once the trail and road approaches have been finished, staff will erect park signage. The Gabriola Land and Trails Trust is holding funds for the development of interpretive signage in Cox CP.
- A. Thomson will research the status of an existing trail off Rossilos Road.

#### **NEXT MEETING**

The next meeting will be held Monday, 20 November 2006, at 7:00 pm at the Women's Institute Hall.

#### **ADJOURNMENT**

MOVED A. Thomson that the meeting be adjourned.

**TIME**            **9:35 PM**

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D. McLaughlin  
Chairman

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE REGULAR MEETING HELD ON WEDNESDAY, 18 OCTOBER 2006 AT 7:00 PM LIGHTHOUSE COMMUNITY HALL, QUALICUM BAY

#### **In Attendance**

Patty Biro

Will Lemmon

Val Weismiller

Director Dave Bartram

Michael Procter

#### **Staff**

Wendy Marshall, Joan Michel

#### **Absent**

Brenda Wilson, Bill Waugh

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#### **CALL TO ORDER AND INTRODUCTIONS**

Director Bartram assumed the chair in the absence of Chairman B. Waugh and called the meeting of the Electoral Area 'H' Parks and Open Space Advisory Committee (POSAC) to order at 7:00 pm. Wendy Marshall, new Manager of Parks Services for the Regional District of Nanaimo was introduced.

#### **ADOPTION OF AGENDA**

P. Biro asked that a 'Proposal for a Portable Toilet at Deep Bay Spit' be added to Communications and Correspondence, and 'Call for More Recreation Services in Area H' under New Business.

MOVED M. Procter, SECONDED V. Weismiller, that the Agenda be adopted as amended. CARRIED

#### **DELEGATIONS AND PRESENTATIONS**

None.

#### **APPROVAL OF MINUTES**

MOVED W. Lemmon, SECONDED M. Procter, that the Minutes of the 21 June 2006 Electoral Area 'H' POSAC regular meeting be approved. CARRIED

#### **BUSINESS ARISING FROM MINUTES**

None.

#### **COMMUNICATIONS AND CORRESPONDENCE**

##### S. Thompson and the Buccaneer Beach access

Director Bartram reported that the neighbour had raised concerns about late night disturbances at this beach access. RDN by-law enforcement was contacted however this is a matter for the RCMP and Fisheries and Oceans Canada and not the RDN.

S. Stephens, the McColl Road beach access and beach accesses generally

J. Michel confirmed to Mrs. Stephens that the McColl Road beach access existed prior to the recent McColl Road subdivision and the access remains in place. A broad overview of beach accesses in the area and a tutorial on the use of the RDN web map were provided to Mrs. Stephens.

M. Boyd and the Shoreline Drive beach access

The RDN Parks summer crew replaced the steps and railing; photos of the improvements were distributed to Committee members.

P. Biro and a portable toilet for the Deep Bay Spit beach access

Matter discussed under Standing Reports, Beach Accesses.

**BUSINESS ARISING FROM DELEGATIONS, PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE**

V. Weismiller and the Lighthouse Country Trail

J. Michel confirmed that the summer crew cleared the trail in mid July of all downed wood created by hazard tree removal.

POSAC tour of the Nile Creek Hatchery

J. Michel is to work with B. Wilson on arranging a suitable time for the POSAC to tour the hatchery, and is to explore a tour of new fish channel development on the Deep Bay property of Warren Cook.

**STANDING REPORTS**

Community Parks

(a) Deep Bay Creek

The environmental contractor has assessed the stream; stream crossing and trail now to be designed. Fisheries and Oceans are not happy with the location of the M. Barbon crossing. Parks is recommending the elimination of the second crossing and use of Barbon resources to supplement budget for the development of the first crossing. The plan now is to have stream crossing and trail in place by early July 2007 when the Burt's park use permit for driveway access runs out, at which point work can begin on the redevelopment of the park entrance. J. Michel reported on a meeting with park stewards as part of the October 11<sup>th</sup> Mapleguard Ratepayers' Association meeting; winter work on planning revegetation and the siting of view benches etc. was discussed. J. Michel to follow-up on the possible location of a heron rookery within the park.

(b) McColl Road Subdivision

J. Michel requested that Committee members meet with staff at the new park to review the developer's outstanding work and help forge a game plan for completing park development; date to be determined in tandem with the scheduling of the hatchery visit.

(c) Oakdowne

The Parks summer crew completed the initial stage of trail development as planned. Area stewards led by neighbour S. Kehoe have been assisting. Work will continue with more falling required; Errington Fire Station crew will be approached to assist with this work.

(d) Thompson Clarke – Ocean Trail

P. Biro advises that if the opening at the stiles is increased by eight inches, children should be able to get through with their bikes without having to put the bikes on end. Director Bartram will put out a call for volunteers to help with minor seasonal maintenance along the trail.

(e) Jamieson Road

A civil engineer has been retained to assess the wet site for development as playground; results will be available at the end of November in time for 2007 budget planning.

(f) Leon-Marshall

W. Lemmon agrees that not much would be required to develop the short linear park linking the two roads. J. Michel to follow up with community volunteers D. Bartlett, B. Hunt and D. Robinson regarding assistance with initial development. The Committee went on to discuss the utility of nearby small park parcels on Kennuir and Huson and agreed that the value of these parcels will increase once area subdivision development on Fort Nelson First Nation lands moves ahead.

Beach Accesses (BAs) and Undeveloped Road Allowances (URAs)

Hard copies of the Beach Access Primer were distributed and committee members encouraged to use the primer in educating the community on BA use for park purposes. The Committee discussed development of the Deep Bay Spit (BA #48) with a portable toilet and garbage can, previous community efforts to develop this access, immediate neighbour resistance to any development, and environmental concerns related to development at this desirable community beach front. M. Procter again challenged the Parks inventory of portable toilets as regards there being one at Nile Road BA; J. Michel to confirm with J. Lobb.

Regional Parks and Trails

(a) Lighthouse Country Trail (LCT)

The Committee discussed finding more money to continue the development of the LCT. It was noted that the Community Fisheries Development Centre (CFDC) is not interested in partnering again with the RDN on this trail because the work experience involves too much basic labour and not enough skilled carpentry and construction work. In 2006, CFDC brought in over \$100,000 in labour, equipment and materials to help develop the LCT. W. Marshall indicated that many demands are being made on the Regional Parks and Trails budget, notably recently acquired properties like Mt. Benson. What in-house funds will be available to devote to the LCT in 2007 will be worked out as part of 2007 budget deliberations and will be discussed at the Regional Parks and Trails Advisory Committee.

(b) Home Lake Regional Park and Home Lake Caves Provincial Park

RDN Parks is working with BC Parks and the BC Ministry of Economic Development on a joint approach to development at the two parks that if successful will take advantage of some large provincial grants currently available to assist with tourism development on Vancouver Island.

(c) Top Bridge Crossing

The design of the long sought after bridge over the Englishman River was circulated for information. The public call for proposals to build the bridge has just been issued; the construction budget is approximately \$400,000.

June-September 2006 Parks Staff Activity Report

The report was distributed for information.

**DIRECTOR'S UPDATE**

Director Bartram reported on (a) the most recent meeting of the RDN, Ministry of Transportation, forest companies and other stakeholders concerned with reducing traffic hazards on Home Lake Caves Road;

(b) the upcoming tour of regional parks and trails in the northern half of the RDN to be attended by Director Bartram and P. Biro; (c) Director Bartram's participation in the upcoming meeting with Minister Penner regarding the RDN's bid to see the Province declare the Arrowsmith Massif a provincial park; and (d) a meeting of RDN staff, directors and POSAC chairpersons regarding the protocol for POSAC participation in parkland dedications.

#### **NEW BUSINESS**

P. Biro raised the concern that not enough programmed recreation is being offered at sites in Area H and that in particular, assistance is needed with the coordination of program delivery.

#### **MOTION:**

That Director Bartram and Recreation Commissioner P. Biro raise the issue at the District 69 Recreation meeting and the board level that no recreational programming from the RDN has been planned for the fall/winter season. Members are deeply concerned that no programs are being offered in the Active Living Guide, as this was of major concern for the residents during the development of the master plan.

MOVED M. Procter, SECONDED W. Lemmon, that the motion be adopted. CARRIED

#### **COMMITTEE ROUND TABLE**

W. Lemmon asked that a 180 degree change in orientation be made to the map at the entrance to Wildwood Community Park and the Lighthouse Country Trail North Loop.

#### **NEXT MEETING**

The next regular meeting of the Area 'H' POSAC will be held in early December once preliminary 2007 budgets are ready for POSAC review.

#### **ADJOURNMENT**

MOVED V. Weismiller that the regular meeting be adjourned.

#### **TIME**

8:33 p.m.

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Bill Waugh  
Chairperson