

REGIONAL DISTRICT OF NANAIMO

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

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4 **Pam Shaw, Townline Ventures**, re Proposed Boat Harbour Resort Compliance with Policy 6C of the Regional Growth Strategy.

MINUTES

- 5-9 Minutes of the regular Committee of the Whole meeting held September 11, 2007.

COMMUNICATIONS/CORRESPONDENCE

BUSINESS ARISING FROM THE MINUTES

CORPORATE ADMINISTRATION SERVICES

FINANCE & INFORMATION SERVICES

FINANCE

- 10-12 Permissive Tax Exemption Request – Island Corridor Foundation.
- 13-20 Reserve Fund Establishment Bylaw Nos. 1533 to 1537 – Nanoose Bay Water Supply Service, Englishman River Community Water Service, Duke Point Sewer Local Service, Descanso Bay Emergency Wharf Service, Northern Community Sewer Local Service.
- 21-30 Financing Bylaw Nos. 1538 and 1539 – Coombs-Hilliers Fire Protection Local Service and Melrose Terrace Community Water Supply Services.

DEVELOPMENT SERVICES

BYLAW ENFORCEMENT

- 31-37 Animal Control Bylaw Enforcement.

PLANNING

- 38-46 Proposed Boat Harbour Resort Compliance with Policy 6C of the Regional Growth Strategy.

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 47-51 Regional District of Nanaimo Trucked Waste Liquid Waste Disposal Bylaw Amendment No. 988.07, 2007.

RECREATION AND PARKS SERVICES

TRANSPORTATION SERVICES

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee.

- 52-66 Minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meetings held August 29, 2007, September 12, 2007 and September 19, 2007. (for information)

Electoral Area 'A' Parks and Green Space Advisory Committee.

- 67-69 Minutes of the Electoral Area 'A' Parks and Green Space Advisory Committee meeting held September 6, 2007. (for information)

1. *That staff contact MOE and MOT to investigate enhancements to the existing Ritten Road boat ramp.*
2. *That staff contact MOE and MOT to investigate development of access to Holden Lake from Bean Road.*

Electoral Area 'F' Parks and Open Space Advisory Committee.

- 70-72 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held September 17, 2007. (for information)

That the Malcolm property be identified as the top priority project for Area 'F' and that staff proceed with research on access to the property.

District 69 Recreation Commission.

- 73-77 Minutes of the District 69 Recreation Commission meeting held September 20, 2007. (for information)

Grants-in-Aid Advisory Committee.

78-79

Minutes of the Grants-in-Aid Advisory Committee meeting held October 1, 2007.
(for information)

1. *That the following grants be awarded:*

School District 68 Grants:

<i>CatNAP (Cats Needing Aid & Protection)</i>	\$500
<i>Cedar Community Policing</i>	\$427
<i>Jonaco Hobby Workshop</i>	\$400
<i>Nanaimo Search & Rescue</i>	\$462

2. *That the following grants be awarded:*

School District 69 Grants:

<i>Arrowsmith Search & Rescue Society</i>	\$1,000
<i>Errington & District Volunteer Fire Department</i>	\$2,500
<i>Errington Preschool Parents Society</i>	\$ 400
<i>Nanoose Bay Catspan</i>	\$2,300
<i>Royal Canadian Air Cadets 893 Beaufort Squadron</i>	Denied
<i>Royal Canadian Legion (Ladies Auxiliary)</i>	\$2,100

District 69 Community Justice Select Committee.

80-82

Minutes of the District 69 Justice and Community Safety Support Select Committee meeting held October 3, 2007. (for information)

That the 2007 application for a community safety grant from the Citizens on Patrol Society, District 69 in the amount of \$1,320 to be applied in Electoral Areas 'E', 'F' and 'H' be approved.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

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

Lee, Clair

From: Thompson, Paul
Sent: October 1, 2007 8:16 AM
To: Lee, Clair
Subject: FW: Boat Harbour

Clair,
Here is a delegation request for the Boat Harbour Resort item on the Oct 9 CoW

From: Tiffany Duzita [mailto:Tiffany.Duzita@townline.ca]
Sent: September 28, 2007 4:32 PM
To: Thompson, Paul
Subject: RE: Boat Harbour

Hi Paul,

Thank you for the confirmation. We do want to appear as a delegation. Pam Shaw will make the presentation. Our architects, Kyle and myself will also be attending in case there are any questions that Pam cannot answer.

Since we are a delegation, do we present at the beginning of the meeting or at the agenda item? Can you also confirm if the meeting time is 7:00PM.

Thanks,
Tiffany

From: Thompson, Paul [mailto:PTHompson@rdn.bc.ca]
Sent: September 28, 2007 4:26 PM
To: Tiffany Duzita
Subject: Boat Harbour

Tiffany,
The Boat Harbour Resort proposal compliance with Policy 6C will be going to the Committee of the Whole meeting on October 9th. Could you please confirm that you still want to appear as a delegation, preferably with who will be making a presentation. Thank you.

Paul Thompson, MCIP
Manager of Long Range Planning
Regional District of Nanaimo
tel: 250-390-6510
email. pthompson@rdn.bc.ca

01/10/2007

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, SEPTEMBER 11, 2007 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
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director L. McNabb	City of Nanaimo
Alternate	
Director J. Cameron	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo

Also in Attendance:

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

CALL TO ORDER

The Chairperson welcomed Alternate Directors Burger, Van Eynde and Cameron to the meeting.

MINUTES

MOVED Director McNabb, SECONDED Director Bestwick, that the minutes of the Committee of the Whole meeting held July 10, 2007 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

J. Macdonald, VIBC Steering Committee, re Vancouver Island Biosphere Centre.

MOVED Director McNabb, SECONDED Director Bartram, that the correspondence from the VIBC Steering Committee regarding the proposed location of the Vancouver Island Biosphere Centre in Rath Trevor Provincial Park be received.

CARRIED

M. Hooper, Nanaimo Airport Commission, re Nanaimo Airport Runway Extension – Public Information Sessions.

MOVED Director McNabb, SECONDED Director Bartram, that the correspondence from the Nanaimo Airport Commission with respect to the structure of the Nanaimo Airport Commission and an overview of the public information process associated with Nanaimo Airport improvements be received.

CARRIED

Residents of Widgeon Road, re Qualicum Flight Centre.

MOVED Director McNabb, SECONDED Director Bartram, that the correspondence from residents of Widgeon Road with respect to training flights out of Qualicum Beach Airport be received.

CARRIED

T.J. Cairns, re Qualicum Beach Airport.

MOVED Director McNabb, SECONDED Director Bartram, that the correspondence from T.J. Cairns regarding the Qualicum Beach Airport be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

ADMINISTRATION

Special Occasion License/Special Event Permit – Status Report.

MOVED Director Biggemann, SECONDED Director Bestwick, that the Special Occasion License/Special Event Permit Status Report be received for information.

CARRIED

FINANCE & INFORMATION SERVICES

FINANCE

Electoral Area ‘G’ Fire Protection – Service Contracts with Municipalities.

MOVED Director Bartram, SECONDED Director Westbroek, that this item be referred back to staff for additional information.

CARRIED

Cedar Sewer Service Rates and Regulations Bylaw No. 1532.

MOVED Director Burnett, SECONDED Director Bartram, that “Cedar Sewer -Service Rates and Regulations Bylaw No. 1532, 2007” be introduced for first three readings and be held for adoption with the remaining Cedar Sewer Service bylaws.

CARRIED

Award of Tender – Pumper Engine for Dashwood Fire Hall No. 2 (Meadowood).

MOVED Director Bestwick, SECONDED Director Biggemann, that Hub Fire Engines be awarded the supply of a 2008 Freightliner M2 fire tanker vehicle at a cost of \$149,853 plus taxes for the Dashwood Fire Department – Meadowood Firehall.

CARRIED

DEVELOPMENT SERVICES

PLANNING

Regional Growth Strategy Review – Consultation Plan

MOVED Director Bartram, SECONDED Director Westbrook, that the Regional District of Nanaimo approve the proposed consultation plan as outlined in Attachment 1 titled “A Consultation Plan for the Regional Growth Strategy Review”.

MOVED Director Bartram, SECONDED Director Westbrook, that the consultation plan be referred back to staff.

DEFEATED

The question was called on the main motion.

The motion CARRIED.

Sustainability Project – Workshop Report.

MOVED Director Holdom, SECONDED Director Bartram, that the Workshop Report for the Saturday, May 5, 2007 Sustainability Workshop be received.

CARRIED

Use of RDN Property – Lot 11 Meadow Drive – Area C.

MOVED Director Young, SECONDED Director Burnett, that staff be directed to negotiate with the Mountain Fire Protection Improvement District for the long-term lease of a portion of Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP80079, to accommodate fire department use and community events.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that the request from Nanaimo Search and Rescue Society for the long-term lease of a portion of Lot 11, Section 14, Range 4, Mountain Land District, Plan VIP80079, to accommodate an operations building and parking lot be denied.

CARRIED

ENVIRONMENTAL SERVICES

SOLID WASTE

Award of Tender – Tandem Axle Truck for Regional Landfill.

MOVED Director Westbrook, SECONDED Director Bestwick, that Co-Van International Trucks Inc. be awarded the supply of an International 7500 SBA 6x4 Tandem Axle Truck with hook lift system for use at the Regional Landfill at a cost of \$115,020.

CARRIED

Residential Food Waste Collection Field Test – Progress Report.

The Manager of Solid Waste provided a verbal and visual overview of the residential food waste collection field test program.

MOVED Director Burnett, SECONDED Director McNabb, that the Board receive the progress report on the Residential Food Waste Collection Field Test Program for information.

CARRIED

UTILITIES

Convening for Action on Vancouver Island (CAVI).

MOVED Director Bartram, SECONDED Director McNabb, that the Board receive the report on Convening for Action on Vancouver Island – Leadership for Water Sustainability, for information.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the Board support staff participation in CAVI and the efforts and activities of CAVI in promoting water sustainability and water-centric thinking and actions.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the Board support staff entering into a Smart Development Partnership with the Ministry of Community Services and a Memorandum of Understanding with the BC Water & Waste Association to facilitate the transfer of provincial funds to support CAVI's *Showcasing Green Infrastructure Innovation on Vancouver Island and Green Infrastructure Leadership* initiatives.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee.

MOVED Director Holdom, SECONDED Director Bartram, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held June 27, 2007 be received for information.

CARRIED

BOARD INFORMATION

Parksville Lions Housing Society.

MOVED Director Westbroek, SECONDED Director Brennan, that a letter of support be sent to the Parksville Lions Housing Society with respect to their CMHC grant application for funds to provide affordable housing units for people with physical and mental disabilities in District 69.

CARRIED

IN CAMERA

MOVED Director McNabb, SECONDED Director Bestwick, that pursuant to Section 90(1)(a) of the *Community Charter* the Board proceed to an In Camera meeting to consider a personnel issue.

CARRIED

ADJOURNMENT

MOVED Director McNabb, SECONDED Director Bestwick, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 7:44 PM

CHAIRPERSON



RDN REPORT	
CAO APPROVAL	
EAP	
COW	MA Oct 9.
SEP 28 2007	
RHD	
BOARD	
DATE:	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

September 15, 2007

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

FILE:

SUBJECT: Request for Permissive Tax Exemption – Island Corridor Foundation

PURPOSE:

To discuss a request from the Island Corridor Foundation for a permissive tax exemption.

BACKGROUND:

Earlier in June this year the Island Corridor Foundation (ICF) sought financial assistance from the Regional District. Their request was referred to the Regional Parks and Trails Advisory Committee and the following motion was passed by the Board at its June 26, 2007 meeting:

That due to the inability of the Regional Parks service to fund the grant request to offset property taxes in 2007 along the rail corridor in the Regional District, that the Island Corridor Foundation grant request in the amount of \$109,575 be denied at this time.

Overlapping the Board’s consideration of financial assistance noted above, the ICF forwarded a request for a permissive tax exemption for 2008 dated June 4, 2007. The Foundation also applied to each local government on Vancouver Island where it holds property as well as to the Assessment Authority directly.

Regional Districts have quite limited authority to provide a permissive tax exemption. Some of the land held by the Foundation might qualify under a section of the *Local Government Act* which permits an exemption for land owned or held on behalf of the local government for a public recreational purpose – i.e. those portions that would provide a recreational corridor.

On September 17th the Assessment Authority advised us that it deems the ICF to qualify under the exemption provisions of the *Rural Tax Act* and accordingly will be granting it a full exemption for the 2008 taxation year. This exemption supersedes a Regional District exemption and if we have questions or concerns we need to contact the Assessment Authority directly.

The exemption enhances the ability of the Foundation to achieve its goals of protecting the corridor for the benefit of the residents of Vancouver Island, however, each local government is negotiating its particular business arrangements independently. A recent case in point is a contract between the ICF and the Capital Regional District to extend and develop a regional trail network with gas tax funds. The Regional District has nothing similar in place at this time and to a degree, staff are concerned that the exemption may remove some of our negotiating leverage for future corridor development agreements within the Regional District.

ALTERNATIVES:

1. Receive the correspondence from the Assessment Authority and this report for information.
2. Send correspondence to the Assessment Authority indicating conditional support for the exemption provided the ICF demonstrates that it is taking steps to work with local governments to develop corridor access agreements focusing on recreational opportunities for the residents of Vancouver Island.

FINANCIAL IMPLICATIONS:Alternative 1

Under this alternative no specific action would be taken in response to the exemption provided under the *Rural Tax Act*.

According to the information provided by the Foundation, property taxes in 2007 for all of its properties amounted to \$441,083 or 44% (2006) of its operating budget. Staff estimate that property taxes levied in the rural portions of the Regional District total \$72,357 (some properties included in the previous request are actually in the Cowichan Valley Regional District; additionally the estimate provided herein is drawn from those properties we could identify on the tax roll). Of that amount approximately \$9,950 supports direct Regional District services including the Regional Hospital District.

What can be observed in the table below is that School taxes are by far the most significant portion of their property tax bill. It turns out that for property tax purposes, the assessed value for local government/provincial taxes is reduced to 44% of the actual assessed value. Additionally, school tax rates are considerably higher than our Regional District tax rates – so the difference between the two is compounded.

The distribution of the taxes payable in our Electoral Areas are shown in the table below:

Electoral Area	A	E	F	G	H	Total
RD taxes raised in Electoral Area	\$1,039,738	\$1,443,648	\$1,058,789	\$1,538,474	\$1,012,725	\$6,093,374
Taxes Paid By Island Corridor Foundation						
Regional District services	\$ 657	\$ 381	\$ 5,436	\$ 882	\$ 2,594	\$ 9,950
Provincial Rural Tax	\$ 681	\$ 382	\$ 3,412	\$ 719	\$ 1,651	\$ 6,845
School Districts	\$ 5,529	\$ 3,105	\$ 27,693	\$ 5,836	\$ 13,399	\$ 55,562
Total property taxes	\$ 6,867	\$ 3,868	\$ 36,541	\$ 7,437	\$ 17,644	\$ 72,357

Alternative 2

Under this alternative we would be introducing a further qualification with regard to the exemption. Since the exemption is entirely at the discretion of the Assessment Authority and is largely a technical evaluation, it is unclear what effect our conditional support would have.

The Board might consider corresponding directly to the Island Corridor Foundation and copying the Assessment Authority. In this way the Foundation is clear regarding our concern and desire to achieve Regional District objectives while supporting their goals and objectives in a general way.

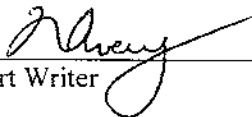
SUMMARY/CONCLUSIONS:

The Island Corridor Foundation has requested a permissive tax exemption from every local government where it owns property on Vancouver Island as well as directly through the BC Assessment Authority. We recently received correspondence from the Assessment Authority confirming their intention to grant an exemption under the *Rural Tax Act* – advising us to contact them if we have any concerns about the exemption.

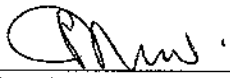
While staff agree an exemption under the *Rural Tax Act* is the most appropriate mechanism in this case, we do have concerns that we have lost some leverage in negotiations for access to portions of the corridor for trail development purposes. Our concern is unlikely to affect the exemption evaluation by the Assessment Authority and staff suggest that rather than corresponding directly to the Assessment Authority, we correspond directly with the Island Corridor Foundation with a copy to the Assessment Authority. The correspondence would indicate our conditional support and the expectation that the Foundation will be a willing partner in structuring future access agreements.

RECOMMENDATION:

That correspondence be sent to the Island Corridor Foundation, copied to the BC Assessment Authority, acknowledging their permissive tax exemption under the *Rural Tax Act* and emphasizing our expectation that they will be a willing partner in structuring future corridor access agreements.



Report Writer



C.A.O. Concurrence

COMMENTS:



RDN REPORT	
CAO APPROVAL	
EAP	
COW	ASB
SEP 28 2007	
RHD	
BOARD	

MEMORANDUM

TO: N. Avery DATE
 General Manager, Finance & Information Services September 24, 2007

FROM: W. Thexton FILE:
 Manager, Budgets & Capital Planning

SUBJECT: Reserve Fund Bylaw Approvals - Bylaws 1533 to 1537

PURPOSE:

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

- Nanoose Bay Water Supply Service Reserve Fund Establishment Bylaw No. 1533, 2007.
- Englishman River Community Water Service Reserve Fund Establishment Bylaw No. 1534, 2007.
- Duke Point Sewer Local Service Reserve Fund Establishment Bylaw No. 1535, 2007.
- Descanso Bay Emergency Wharf Service Reserve Fund Establishment Bylaw No. 1536, 2007.
- Northern Community Sewer Local Service Reserve Fund Establishment Bylaw No. 1537, 2007

BACKGROUND:

The 2007 approved budget includes several 'transfers to reserves' amounts for various functions. It is necessary to first establish the reserve funds for each of these functions before these transfers can be made. The Northern Community Wastewater Reserve Fund is being established to allow for the transfer of capital charges received in 2007 from Barclay Crescent Sewer property owners.

The purpose of the proposed reserve funds are as follows:

1. Nanoose Bay Water (Bylaw 1533) - to set aside funds for major repairs, replacement or improvements to the water system infrastructure;
2. Englishman River Water (Bylaw 1534) - to set aside funds for major repairs, replacement or improvements to the water system infrastructure;
3. Duke Point Sewer (Bylaw 1535) - for major repairs, replacement or improvements to the wastewater system infrastructure;
4. Descanso Bay Emergency Wharf (Bylaw 1536) - for major maintenance, upgrades and replacement of equipment and facilities;
5. Northern Community Sewer (Bylaw 1537) - for major repairs, replacement or improvements to the wastewater system infrastructure.

ALTERNATIVES:

1. Approve the bylaws as presented.
2. Do not approve the bylaws.

FINANCIAL IMPLICATIONS:

Alternative 1:

If the bylaws are adopted, the following initial amounts will be transferred to the proposed Reserve Funds as approved in the 2007 financial budget:

Nanoose Bay Water reserve	\$ 5,190
Englishman River Community Water reserve	20,000
Duke Point Sewer reserve	3,000
Descanso Bay Emergency Wharf reserve	<u>7,260</u>
Total transfers to new reserves	<u>\$ 35,450</u>

The initial amounts for the Northern Community Sewer reserve will be the full amount of any capital charges received in 2007 from Barclay Crescent Sewer property owners. These and future year contributions to these reserves will be available to fund costs related to the purposes for which they were established.

Alternative 2:

If these bylaws are not approved, any related significant future expenditures will need to be fully accommodated within the annual operating budget of these functions in the year incurred, with the associated negative impact on tax requisitions for those years.

SUMMARY/CONCLUSIONS:


A number of 'transfer to reserves' amounts are contained in the approved 2007 budget. Bylaw Nos. 1533 to 1537, which establish the associated Reserve Funds, must be adopted before these transfers can be made.

Staff recommend adopting the bylaws as presented.

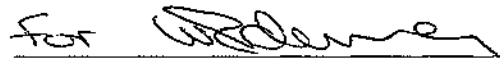
RECOMMENDATION:

1. That "Nanoose Bay Water Supply Service Reserve Fund Establishment Bylaw No. 1533, 2007" be introduced for first three readings.
2. That "Nanoose Bay Water Supply Service Reserve Fund Establishment Bylaw No. 1533, 2007" be adopted.
3. That "Englishman River Community Water Service Reserve Fund Establishment Bylaw No. 1534, 2007" be introduced for first three readings.
4. That "Englishman River Community Water Service Reserve Fund Establishment Bylaw No. 1534, 2007" be adopted.


5. That "Duke Point Sewer Local Service Reserve Fund Establishment Bylaw No. 1535, 2007" be introduced for first three readings.
6. That "Duke Point Sewer Local Service Reserve Fund Establishment Bylaw No. 1535, 2007" be adopted.
7. That "Descanso Bay Emergency Wharf Service Reserve Fund Establishment Bylaw No. 1536, 2007" be introduced for first three readings.
8. That "Descanso Bay Emergency Wharf Service Reserve Fund Establishment Bylaw No. 1536, 2007" be adopted.
9. That "Northern Community Sewer Local Service Reserve Fund Establishment Bylaw No. 1537, 2007" be introduced for first three readings.
10. That "Northern Community Sewer Local Service Reserve Fund Establishment Bylaw No. 1537, 2007" be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1533

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE NANOOSE BAY WATER SUPPLY SERVICE**

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

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure of the Nanoose Bay Water Supply Service as established under Bylaw No. 1372, 2004;

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 "Nanoose Bay Water Supply Service Reserve Fund".
2. Money from the current revenue of the Nanoose Bay Water Supply 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 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 capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Nanoose Bay Water Supply Service.
5. This bylaw may be cited as the "Nanoose Bay Water Supply Service Reserve Fund Establishment Bylaw No. 1533, 2007".

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

Adopted this 23rd day of October, 2007.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1534

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE ENGLISHMAN RIVER COMMUNITY WATER SERVICE**

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

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure;

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 "Englishman River Community Water Service Reserve Fund".
2. Money from the current revenue of the Englishman River Community Water 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 capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Englishman River Community Water Service.
5. This bylaw may be cited as the "Englishman River Community Water Service Reserve Fund Establishment Bylaw No. 1534, 2007".

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

Adopted this 23rd day of October, 2007.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1535

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE DUKE POINT SEWER LOCAL SERVICE**

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

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure;

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 "Duke Point Sewer Local Service Reserve Fund".
2. Money from the current revenue of the Duke Point Sewer Local 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 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 capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Duke Point Sewer Local Service.
5. This bylaw may be cited as the "Duke Point Sewer Local Service Reserve Fund Establishment Bylaw No. 1535, 2007".

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

Adopted this 23rd day of October, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1536

A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE DESCANSO BAY EMERGENCY WHARF SERVICE

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

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the capital infrastructure;

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 "Descanso Bay Wharf Service Reserve Fund".
2. Money from the current revenue of the Descanso Bay Wharf 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 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 capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Descanso Bay Wharf Service.
5. This bylaw may be cited as the "Descanso Bay Emergency Wharf Service Reserve Fund Establishment Bylaw No. 1536, 2007".

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

Adopted this 23rd day of October, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1537

A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE NORTHERN COMMUNITY SEWER LOCAL SERVICE

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

AND WHEREAS it is considered desirable to establish a reserve fund to provide for costs related to the acquisition, repair, replacement or improvement of the wastewater system infrastructure;

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 "Northern Community Sewer Local Service Reserve Fund".
2. Money from the current revenue of the Northern Community Sewer Local Service Area 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 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 capital improvements, major repairs, expansions, acquisitions or expenditures of a like nature for the Northern Community Sewer Local Service.
5. This bylaw may be cited as the "Northern Community Sewer Local Service Reserve Fund Establishment Bylaw No. 1537, 2007".

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

Adopted this 23rd day of October, 2007.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION



RDN REPORT		
CAO APPROVAL		
EAP		
COV	<i>W</i>	<i>Oct 9</i>
SEP 28 2007		
RHD		
BOARD		

MEMORANDUM

TO: N. Avery
General Manager, Finance and Information Services

DATE: September 24, 2007

FROM: W. Thexton
Manager, Budgets and Capital Planning

FILE:

SUBJECT: Financing Bylaws for the Coombs-Hilliers Fire Protection and Melrose Terrace Community Water Supply Services

PURPOSE:

To introduce for three readings and adoption security issuing bylaws for the Coombs-Hilliers Fire Protection Local Service and the Melrose Terrace Community Water Service.

BACKGROUND:

Coombs-Hilliers Fire Protection Local Service - Bylaw No. 1538

To date \$232,725 has been drawn down against a total authorized limit of \$584,500 (Loan Authorization Bylaw No. 1370) for vehicles, equipment and building improvements. Bylaw 1538 will secure the remaining funds (\$351,775) prior to the expiry of the loan authorization period. The department has not completed all of the planning for the expenditure of these funds but intends to fully utilize the authority within the next two to three years. The Municipal Finance Authority will hold this bylaw until the Regional District requests the funds at the appropriate time.

Melrose Community Water Supply Service - Bylaw No. 1539

Expenditures for upgrades to the Melrose Terrace water system have been completed and this bylaw will be included in the Municipal Finance Authority's spring 2008 debt issue. The loan authorization was for a maximum of \$15,050 and this bylaw will confirm the borrowed amount at \$14,349.

Both bylaws can be adopted without further assents as they secure borrowing previously authorized by elector consent.

ALTERNATIVES:

1. Adopt both security issuing bylaws.
2. Use alternative methods to finance these capital requirements.

FINANCIAL IMPLICATIONS:

Alternative 1

These bylaws conclude the planned financing of certain capital expenditures and the repayment of debt is properly reflected in the financial plan.

Alternative 2

Changing the method of financing, these capital expenditures will increase the impact to taxpayers particularly in the case of the Coombs-Hilliers Fire Protection Service as no alternative source of funds is available to supplement funds from the operating budget. Staff recommend adopting the bylaws as presented.

SUMMARY/CONCLUSIONS:

Two bylaws to enter into long term debt for financing capital expenditures are presented with this report. Bylaw 1538 will secure a remaining loan authority for draw down at a later date on behalf of the Coombs-Hilliers Fire Protection Local Service and Bylaw 1539 (Melrose Terrace Community Water) will be forwarded to the Municipal Finance Authority for its spring borrowing issue. The bylaws are valid and can be adopted without further elector consent.

RECOMMENDATIONS:

1. That "Regional District of Nanaimo (Coombs-Hilliers Fire Protection Local Service) Security Issuing Bylaw No. 1538, 2007" be introduced and read three times.
2. That "Regional District of Nanaimo (Coombs-Hilliers Fire Protection Local Service) Security Issuing Bylaw No. 1538, 2007" be adopted and forwarded to the Ministry of Community Services for a Certificate of Approval.
3. That "Regional District of Nanaimo (Melrose Terrace Community Water Supply Service) Security Issuing Bylaw No. 1539, 2007" be introduced and read three times.
4. That "Regional District of Nanaimo (Melrose Terrace Community Water Supply Service) Security Issuing Bylaw No. 1539, 2007" be adopted and forwarded to the Ministry of Community Services for a Certificate of Approval.

for [Signature]

Report Writer

[Signature]

C.A.O. Concurrence

for [Signature]

Gen. Mgr., Finance & Information Services

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1538

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

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

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

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1370	Coombs-Hilliers Fire Protection Local Service	\$584,500	\$232,725	\$351,775.00	10	\$351,775.00

Total Financing pursuant to Section 825 \$351,775.00

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

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Three Hundred and Fifty One Thousand, Seven Hundred and Seventy Five Dollars (\$351,775.00) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and General Manager of Finance and Information Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and General Manager of Finance and Information Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1370, the anticipated revenues accruing to the Regional District from the operation of the said Coombs-Hilliars Fire Protection Local Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Regional District of Nanaimo (Coombs-Hilliers Fire Protection Local Service) Security Issuing Bylaw No. 1538, 2007".

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

Adopted this 23rd day of October, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr, Corporate Administration

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT
REGIONAL DISTRICT OF NANAIMO

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

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No.1538 cited as "Regional District of Nanaimo (Coombs-Hilliers Fire Protection Local Service) Security Issuing Bylaw No. 1538, 2007", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the General Manager of Finance and Information Services thereof.

Chairperson

General Manager of Finance and Information Services

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

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1539

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

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

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

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1398	Melrose Terrace Community Water Supply Service	\$15,050	Nil	\$15,050.00	10	\$14,349.00

Total Financing pursuant to Section 825 \$14,349.00

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

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Fourteen Thousand , Three Hundred and Forty Nine Dollars (\$14,349.00) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and General Manager of Finance and Information Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and General Manager of Finance and Information Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1398, the anticipated revenues accruing to the Regional District from the operation of the said Melrose Terrace Community Water Supply Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Regional District of Nanaimo (Melrose Terrace Community Water Supply Service) Security Issuing Bylaw No. 1539, 2007".

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

Adopted this 23rd day of October, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT
REGIONAL DISTRICT OF NANAIMO

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

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No.1539 cited as "Regional District of Nanaimo (Melrose Terrace Community Water Supply Service) Security Issuing Bylaw No. 1539, 2007", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the General Manager, Finance and Information Services thereof.

Chairperson

General Manager, Finance and Information Services

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

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia



RDN REPORT	
CAO APPROVAL	
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COW	<i>[Signature]</i> Oct 9.
OCT 01 2007	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: September 19, 2007

FROM: Tom Armet
Manager, Building and Bylaw Services

FILE: 179C07

SUBJECT: Animal Control Bylaw Enforcement

PURPOSE

To present a report to the Board on suggestions received for changes in procedures for dealing with vicious dogs.

BACKGROUND

At the July 24, 2007, Board meeting the following resolution was approved:

"That the correspondence from Bill Grose be referred to staff to consider the suggestions proposed for incorporation into procedures for dealing with vicious dogs."

The motion was a result of correspondence received by the Board from Mr. Bill Grose outlining his concerns and suggestions with respect to incidents involving dogs in his neighbourhood on Myles Lake Road (Electoral Area 'C').

Animal control in Electoral Area 'C' is regulated by the "Regional District of Nanaimo Animal Control Regulatory Bylaw No. 1066, 1996." Animal control enforcement in District 68 is by contract with the Nanaimo Animal Shelter Ltd. and is limited to vicious dog control and the pick up and receipt of stray dogs.

Mr. Grose initially contacted the Nanaimo Animal Shelter (NAS) in September of 2006 to report an attack on his dog, allegedly by dogs residing on neighbouring properties. An Animal Control Officer (ACO) warned the owner of the dogs at 2540 Myles Lake Road but was unable to locate the other dog owner, Mr. Thompson of 2511 Myles Lake Road. A written warning notice was left for Mr. Thompson.

On June 27, 2007, Mr. Grose again reported his dog being attacked on his property by three dogs originating from 2511 (Thompson) and 2521 Myles Lake Road (Johnson). An ACO responded the same date; however, Mr. Grose was unavailable for interview. The ACO conducted a follow-up investigation and learned that Mr. Johnson of 2521 Myles Lake Road abandoned the two dogs. A visitor at the Thompson residence (2511) advised that the dogs often came over for food and would wander at large, sometimes with the Thompson dog. The ACO requested that the Thompson dog be tied up pending the outcome of the investigation. The ACO notified the Nanaimo SPCA of the two abandoned dogs at 2521 Myles Lake Road.

On July 4, 2007, Mr. Grose reported that the three dogs were still at large. He was provided with an update on the investigation. The next meeting with Mr. Grose occurred on July 10, 2007, at which time he provided a written statement concerning the previous incident. The ACO was again unsuccessful in locating Mr. Thompson, but his dog was found tied up in the yard. The two Johnson dogs were at large and impounded by the ACO. They were later euthanized when the owner (Johnson) failed to retrieve them.

The NAS completed their investigation into the June 27, 2007, incident and concluded the Thompson dog should be deemed vicious. That recommendation was forwarded to the Regional District and received staff concurrence. On July 23, 2007, the NAS attempted to personally serve official notice of the decision on Mr. Thompson without success. The letter was taped to the door of his house and upon re-attendance the next day the ACO found the letter had been removed.

Subsequent to service of the letter, Regional District and NAS staff received two further complaints about the Thompson dog being at large. ACO's patrolled the area but were unable to locate the dog. The NAS continues to conduct periodic patrols of the area to ensure the dog is securely contained on the property. It has since been learned that the owner, Mr. Thompson, is taking the dog to work with him during the day and is currently building an enclosure for the dog. The NAS will be monitoring his progress in this regard and will continue to respond to all complaints received.

In his letter to the Board (attached), Mr. Grose raised the following points:

1). At large dogs

"I know full well that we do not have "at large" dog enforcement in the district. Maybe it should be considered?"

"Regional District of Nanaimo Animal Control Regulatory Bylaw No. 1066, 1996," regulates "at large" dogs; however, the Board has only authorized vicious dog control and pick up and receipt of stray dogs. The current contract reflects the cost of this service. Changes to the level of service in Electoral Area 'C' can be considered at the direction of the Area Director and Regional District of Nanaimo (RDN) Board. At this time, additional service for "at large" dogs is not under consideration for Electoral Area 'C'.

2). Enforcement guidelines

"At a minimum, the bylaw and enforcement for vicious dog designation and the handling of complaints should be addressed. There should be clear guidelines and outcomes communicated to the enforcement contractor as well as the authority to achieve them."

The Nanaimo Animal Shelter has been providing animal control enforcement services as an independent contractor to the Regional District since 1995 for vicious dog control and the pick up and receipt of stray dogs. Animal control officers employed by the contractor are not Regional District employees. Both the contract and Bylaw 1066 set out the expectations and authorities that govern the duties and responsibilities of the contractor.

Several years ago the RDN staff developed a written procedure (flow chart) for the benefit of our animal control contractors in Districts 68 and 69 that clearly outlines the steps to follow in relation to a vicious dog complaint. The procedure was followed in this instance. The ACO was not able to personally serve a letter on the dog owner; however, he was served by affixing the letter to the residence. It is a rare

occurrence to serve a letter in this manner, and the ACO acted in accordance with established procedure. There were no other practical means of delivering the letter.

3). Control and seizure of dogs:

“When a complaint is filed with the contractor or the RDN, the offending owner and the filing owners should be required to control their animals for the duration of the investigation. Failure to do so should result in the contractor having the authority to seize the animals.”

There is no authority in Bylaw 1066 to force a dog owner to control their animal or for the contractor to seize animals prior to the dog(s) being deemed vicious. In extreme cases, the Regional District may apply to the courts for a destruction order; however, even this process is not immediate.

It is absolutely critical that a fair and thorough investigation is completed before a decision is made to deem a dog vicious. While these are considered priority investigations, there are many factors that may prevent an investigation being completed in a timely manner. Issues such as witness statements, contact with the offending dog owner, and medical reports are necessary to properly evaluate and recommend a course of action. It is standard procedure for ACO's to request that a dog owner maintain control of their animal pending the outcome of the investigation. Once a dog is deemed vicious, it may be seized if found at large.

In this particular case, reports of the animal being “at large” after being deemed vicious could not be confirmed when the ACO arrived on site therefore seizure of the dog was not possible.

4). Contact with dog owners:

“When notices are posted on residences and the contractor makes no personal contact with the animal's owner, (the owners) should have a defined time limit to respond or face having the animals seized. Simply ignoring the notices should not be acceptable.”

For a variety of reasons it is not always possible for an ACO to make personal contact with a dog owner. Rather than delaying contact, the posting of a warning notice or affixing a “deemed vicious” letter to a residence has proven to be a practical and effective alternative in those situations where making personal contact has been difficult or impossible. In cases involving vicious dogs, the file is not closed until such time as full compliance is achieved.

ALTERNATIVES

1. That staff examine the need to expand animal control services in District 68 to include enforcement of the “at large” provision of the “*Regional District of Nanaimo Animal Control Regulatory Bylaw No. 1066, 1996.*”
2. That this report be received for information and staff continue to monitor the enforcement of the current contract for animal control in District 68.

FINANCIAL IMPLICATIONS

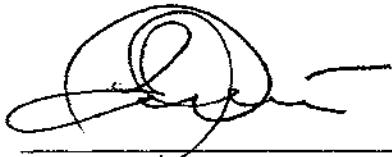
There are no financial implications for the Regional District of Nanaimo at this time. Any increase in the level of animal control services desired by the community would be reflected in the appropriate tax requisition.

CONCLUSIONS

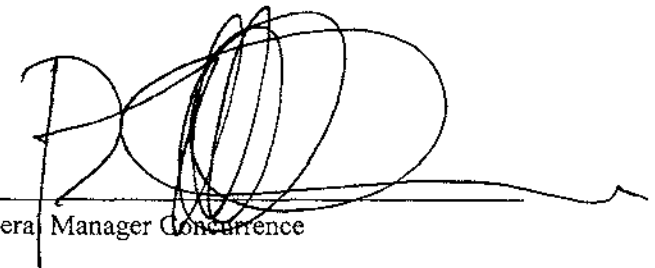
To determine if changes in the procedures for dealing with vicious dogs in District 68 should be considered, a staff review of the contractor's response and investigation of this incident was conducted. Although this was not a "textbook" case, the contractor's investigation was found to be appropriate, thorough and in keeping with established procedures. The Regional District procedure for dealing with vicious dogs is consistent with the authorities contained in the Animal Control Bylaw. Procedural changes as suggested by Mr Grose would require significant changes to the current bylaw which at this time are not practical or justified, based on this one particular incident.

RECOMMENDATION


That this report be received for information and staff continue to monitor the enforcement of the current contract for animal control in District 68.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMENTS:

devsvs/reports/2007/oc Animal Control Bylaw Enforcement Board Report

Regional District of Nanaimo

July 23 2007

CAO: Carol Mason
General Manager: Mr. Paul Thorkelson
Board of Directors
Board Meeting July 24 2007

Following please find a copy of a letter forwarded to Maude Mackey outlining the chronology of a By-Law related complaint I registered with the RDN and the contractor charged with enforcement. I have added to the original document setting out the progression following the original letter.

I cannot over state the frustration experienced in dealing with what should be a simple Regional By-Law complaint. From the outset there appears to be more consideration and concern for the offending individual than those of the victims in the case. I have had my dog attacked twice on my property and am told if there were three or more incidents we might be able to do something. My response to this is my dog will not likely live through three or four more incidents.

My belief is the By-Laws of the Regional District are for the good of and protection of the community as a whole. To protect my family and animals and I to walk out each time we want to use our property and inspect it for other animals prior to taking my dog out for a walk. Other options suggested to me were catch the dogs and call NAS to pick them up, poison or shoot the dogs and in the final two options criminalizing myself.

To state there was in some fashion an investigation into the complaint I brought forward, I consider utter nonsense. Posting notices on unoccupied residences which the dog owners have vacated three weeks earlier leaving their animals or talking to tenants and not dog owners (who chose to ignore or not respond) at another residence pales as an investigation. To me an investigation is the act of securing pertinent information by interviewing affected parties or other means from which to draw an informed conclusion. In this case I for one saw no evidence of this happening and only hints of an investigation after questioning the entire process. It was two weeks from the time I contacted NAS and only after questioning the process through RDN and Maude Mackey that I was asked by NAS for a statement. It is my firm belief that had I not persisted nothing other than the posting notices would have been done. When I requested from the RDN a copy of the guidelines for the contractor and was told there are none I was rather set back but could to some degree understand (but do not agree with) the outcomes to date.

See E-Mail Dated July 12 2007

I know full well we do not have at large dog enforcement in the district, maybe it should be considered? At a minimum the By-Law and enforcement for vicious designation and the handling of complaints for such should be addressed. There should be clear guidelines and outcomes communicated to the enforcement contractor as well as the authority to achieve them. When a complaint is filed with the contractor or the RDN the offending owner and the filing owners should be require to control their animals for the duration of the investigation. Failure to do so should result in the contractor having the authority to seize the animals. When notices are posted on residences and the contractor makes no

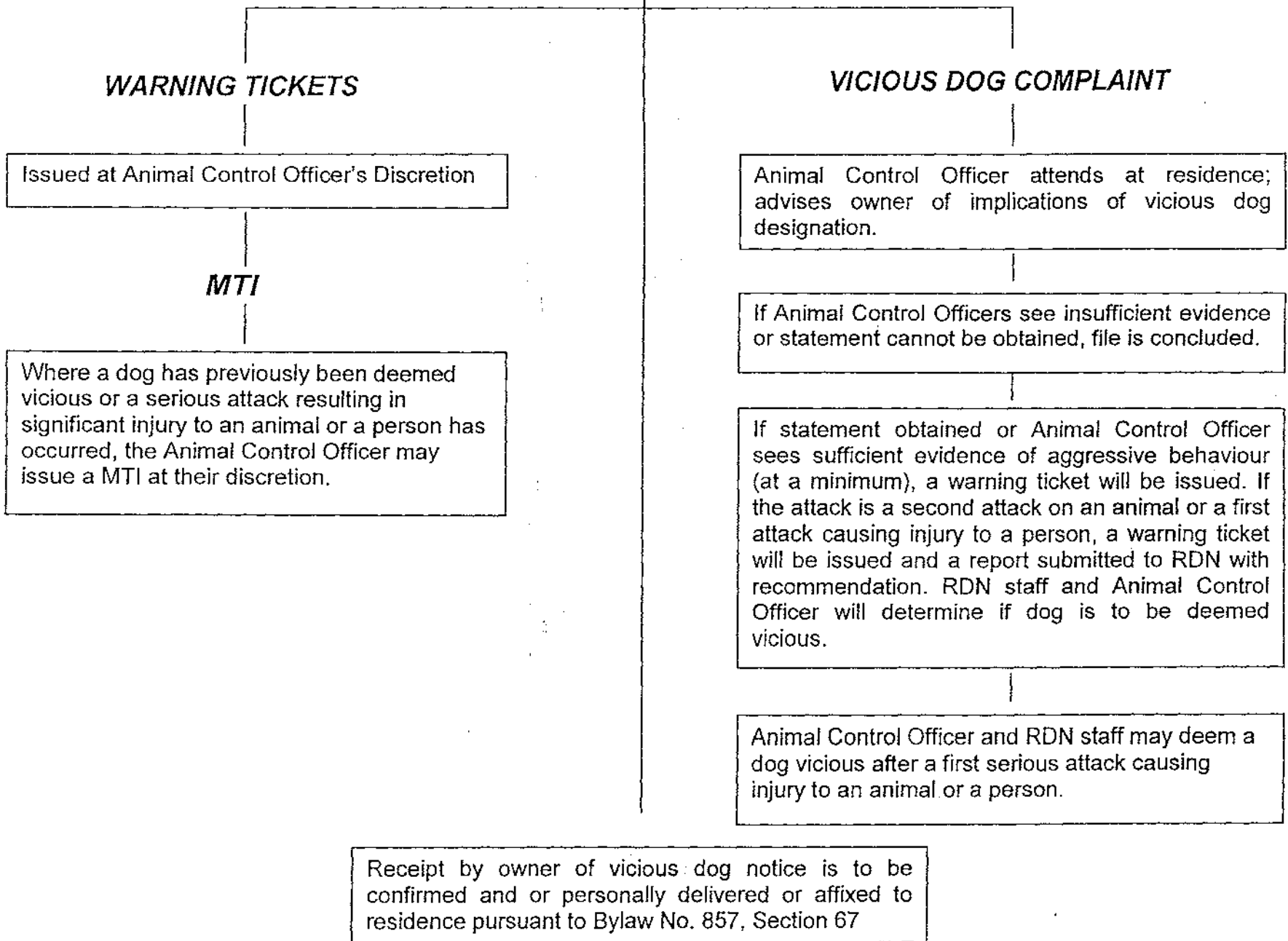
personal contact the animal's owners should have a defined time limit to respond or face having the animals seized. Simply ignoring the notices should not be acceptable.

Following are copies of the e-mail communications I had with the RDN through out this situation.

I thank you for considering my submission and eagerly await your response.

Bill Grose
2530 Myles Lake Road
Nanaimo, B.C.
V9X 1E7

MTI AND VICIOUS DOG PROCEDURE





CAO APPROVAL	
EAP	
COV	<i>PM Oct 9</i>
OCT 02 2007	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: September 25, 2007

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 6780 30

SUBJECT: Proposed Boat Harbour Resort Compliance With Policy 6C of the Regional Growth Strategy

PURPOSE

This report provides an assessment of whether a proposed resort on Boat Harbour in Electoral Area 'A' complies with Regional Growth Strategy Policy 6C and requests Board direction on whether the proposed resort is consistent with RGS Policy 6C.

BACKGROUND

The RGS recognizes the importance of tourism and the need to provide new tourism facilities to attract new tourists to the region. In support of this recognition the RGS contains a provision to enable new destination resorts without an amendment to the RGS. An amendment to the RGS is not required for a destination resort development provided it can meet the conditions outlined in Policy 6C. The conditions are:

- The development addresses documented regional needs;
- The development complements the environmental attributes of the area;
- The development complements the economic attributes of the area;
- The development complements the social attributes of the area;
- The development must include an activity component;
- The development may include temporary accommodation;
- Commercial development must be ancillary to the proposed tourism activity;
- No additional residential use;
- Should not threaten the Urban Containment Boundary; and,
- Should not conflict with adjacent land uses.

Townline Ventures Boat Harbour has submitted a proposal for a tourist resort at Boat Harbour in Electoral Area 'A' and has requested the RDN to make a decision on whether their proposal is consistent with RGS Policy 6C. A map showing the location of the subject property is provided in Appendix 1.

The proposed development consists of a 152 unit resort consisting of one large main lodge building and several smaller buildings to house the temporary accommodation units. The main building would be three stories high and the smaller accommodation buildings would be two stories high. The resort would also include a spa, restaurant, conference facilities, and ancillary commercial. The concept plan for the proposed resort is shown in Appendix 2.

The developers would also like the marina to be part of the resort but negotiations with the marina's current owner are ongoing. The activity component of the development is beach and water related activities.

The subject property is comprised of 3 waterfront parcels covering approximately 14 acres located in a rural residential area in Electoral Area 'A'. The site is accessed via Tiesu, Boat Harbour, Ingram and Kendall Roads. With the possible exception of Tiesu Road, these roads are narrow, windy and in some places the roadway is in poor condition. The distance from Yellow Point Road is approximately just over four kilometres. Currently, these roads provide the only access to the site.

The subject property is located in a neighbourhood of single residential dwellings located on large treed lots. The Boat Harbour Marina is located on the waters of Boat Harbour and is a private marina not open to the general public.

RGS Policy 6C has been used once before by the Town of Qualicum Beach for the development of the Pheasant Glen Golf Resort. The Town determined that the golf course was a destination resort and met the conditions outlined in Policy 6C and that an amendment to the RGS was not needed for the development to proceed.

ASSESSMENT

As stated above, a number of conditions must be met for a proposal to comply with Policy 6C. The following provides an assessment of whether each condition has been satisfied.

The development addresses documented regional needs

The developer has provided references to three studies that would indicate that there is a need for this type of development in the region. Based on the references provided, the data suggests that there is a documented need for this type of tourist commercial development.

The development complements the environmental attributes of the area

The developer has hired consultants to address the environmental impacts of the proposed development. The developer has stated that all Garry Oak and Arbutus trees will be maintained. As well, the undeveloped portions of the shoreline will remain undeveloped with most buildings being set back a minimum of 15 metres from the shoreline. The modified area around the marina will remain the focus for human access to the water. The developer states that water supply and wastewater treatment will be provided in a sustainable and environmentally friendly manner.

The developer has committed to making a concerted effort to protect the most environmentally sensitive features on the property and to using sustainable methods of water supply and wastewater treatment.

The development complements the economic attributes of the area

There is no commercial development of this type in Electoral Area 'A'. However, similar developments, albeit at a smaller scale, are located nearby in Yellowpoint and in the Cowichan Valley Regional District. The developer outlines the economic benefits of the resort as provision of full time jobs, property taxes, economic spin-offs and financial investment in the area.

The proposed resort will provide a commercial service not currently available in the area and will provide employment and other economic spin-offs.

The development complements the social attributes of the area

The developers propose to include the community in identifying the types of public amenities to be made available. These may include a public boat launch, moorage, access to the waterfront, and use of restaurant and meeting facilities.

The developer would like the community to help identify how the proposed resort can contribute to the social attributes of the area.

The development must include an activity component

The developer contends that the property itself is the main activity as it provides a base for all other activities. Accommodation is a supporting activity for the whole marine tourism experience. The main on-site recreational activities being proposed are boating, kayaking and diving.

Going and staying at the resort is the main activity. On-site accommodation makes it possible to enjoy the other activities offered both on and off site.

The development may include temporary accommodation

The resort proposal includes temporary accommodation.

Commercial development must be ancillary to the proposed tourism activity

The proposed tourism activity focuses on the whole experience of staying at the resort and taking part in a variety of outdoor recreation pursuits. Other commercial developments proposed include a spa, restaurant and conference facilities.

Based on the proposal, the additional commercial activities such as the spa, restaurant and conference facilities will be ancillary to the main tourism activity.

No additional residential use

Only one fulltime residence for a caretaker is proposed. There is no additional residential use proposed.

Should not threaten the Urban Containment Boundary

If the development is treated as a stand alone resort, then there should be no need to consider placing the development inside the Urban Containment Boundary. The development should not be a threat to the UCB.

Should not conflict with adjacent land uses

While all studies have not been completed, the developer has provided information in support that potential conflicts can be managed. Some examples include: locating the buildings to minimize visual impacts on neighbouring properties and boaters; recognizing that the marina is the main generator of noise and designing the development so that this "noisy area" is not expanded; and, confirming that the existing access roads can handle the expected increase in traffic. Potential impacts of the development on adjacent land uses must be addressed during the OCP/zoning amendment process.

The scale of the proposed development will result in changes to the neighbourhood but the development as currently proposed will incorporate measures to minimize conflicts with adjacent land uses. Based on the studies completed to date, it appears that conflicts with adjacent land uses can be addressed.

ALTERNATIVES

1. That the RDN determines that the Boat Harbour Resort proposal does comply with Regional Growth Strategy Policy 6C.
2. That the RDN determines that the Boat Harbour Resort Proposal does not comply with Regional Growth Strategy Policy 6C.

FINANCIAL IMPLICATIONS

There are no financial implications in terms of costs to the RDN or RDN department budgets.

GROWTH MANAGEMENT IMPLICATIONS

If the proposed development complies with Policy 6C then it is consistent with the RGS. If the proposal does not comply with Policy 6C then an amendment to the RGS is required for it to proceed.

The Intergovernmental Advisory Committee (IAC) is comprised of the directors of planning for each of the member municipalities and the RDN. The purpose of the IAC is to advise the RDN on the development and implementation of the Regional Growth Strategy. The IAC reviewed the Boat Harbour Resort proposal but could not come to full agreement on the proposal. The IAC recognized that the City of Parksville had reservations about the proposal due to concerns about resort development outside the UCB and because the proposal lacked uniqueness (citing the understanding that there was an unstated intent in Policy 6C that restricted the application of the policy to large, regionally significant and unique developments). RDN staff have reviewed the evolution of this policy over time and submit that the current wording of Policy 6C represents changes made over time toward supporting applications such as the proposal currently under consideration. In light of this review, notwithstanding the reservations expressed by the City of Parksville IAC representative, the current intent of the RGS as described in the wording of Policy 6C is in this case met.

PUBLIC CONSULTATION IMPLICATIONS

Should this development proposal proceed, consultation with the public will be required for the zoning and OCP amendment application review process. Compliance with RGS Policy 6C in no way signifies RDN support for the resort proposal. It merely signifies that an amendment to the RGS is not required as part of the development approval process. A zoning and OCP amendment is still required.

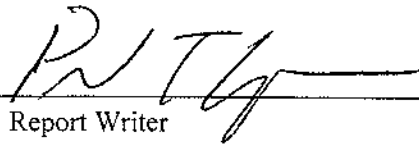
SUMMARY/CONCLUSION

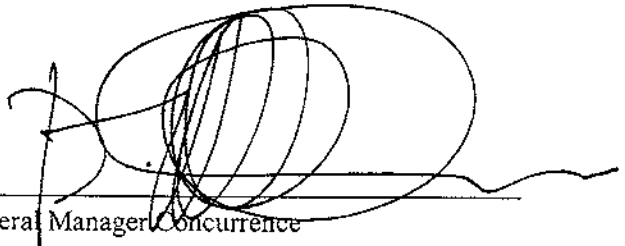
Townline Ventures Boat Harbour has submitted a proposal for a 152 unit resort on Boat Harbour in Electoral Area 'A'. They have requested the RDN to make a determination on whether the proposed development meets the conditions for a destination resort as outlined in Policy 6C of the RGS. Based on the information provided it appears there is a need for this type of tourism development and that impacts from the proposed resort can be addressed. RDN Development Services Department staff believe that the


proposal does comply with Policy 6C in the Regional Growth Strategy. However, the IAC could not reach agreement on the proposal. Some members felt the proposal met the conditions as outlined in the policy but others felt the proposal was not unique or special enough and that it was too easy to meet the conditions.

RECOMMENDATION

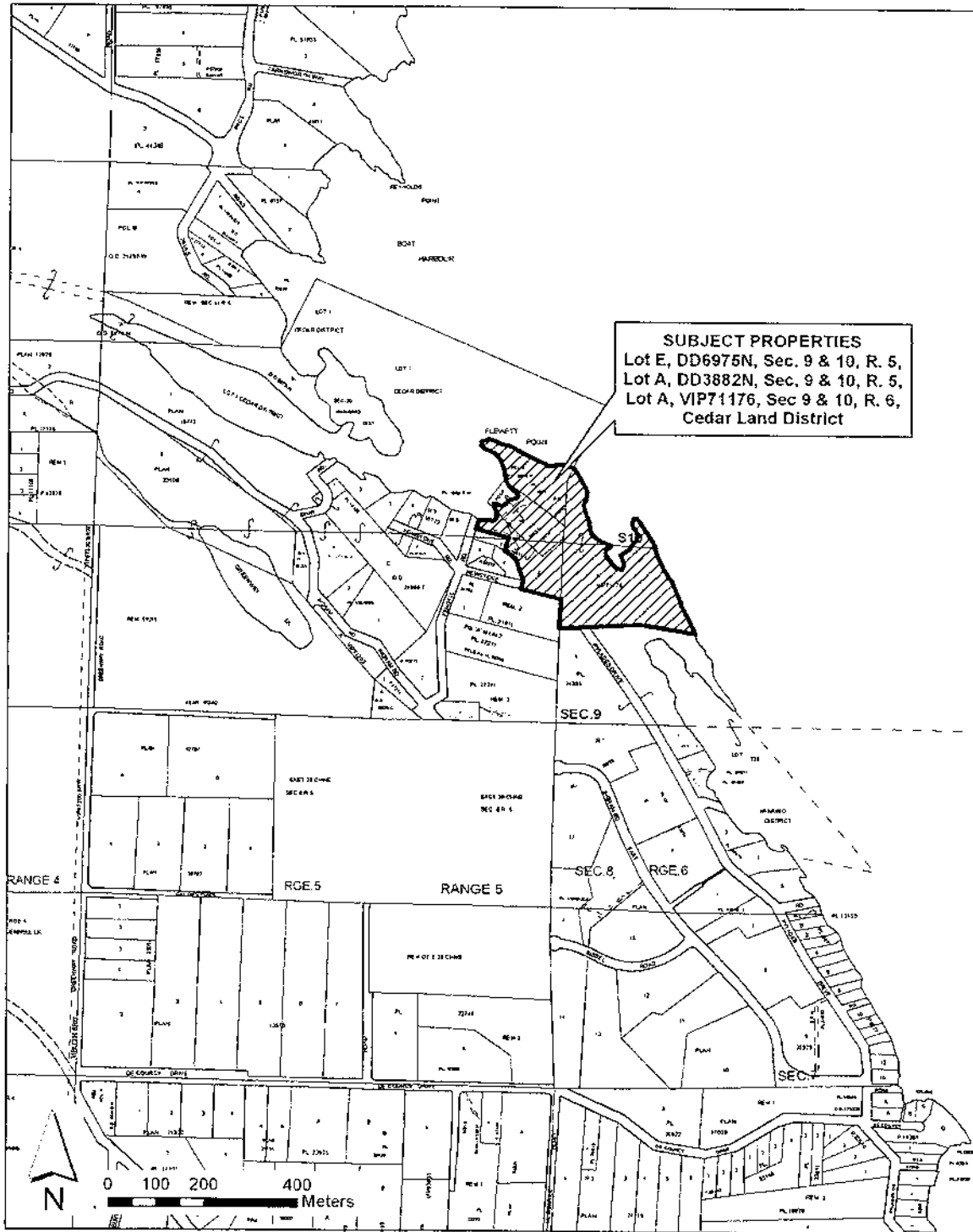
That the proposed tourist resort at Boat Harbour meets the conditions for a destination resort as outlined in Policy 6C of the RGS.


Report Writer

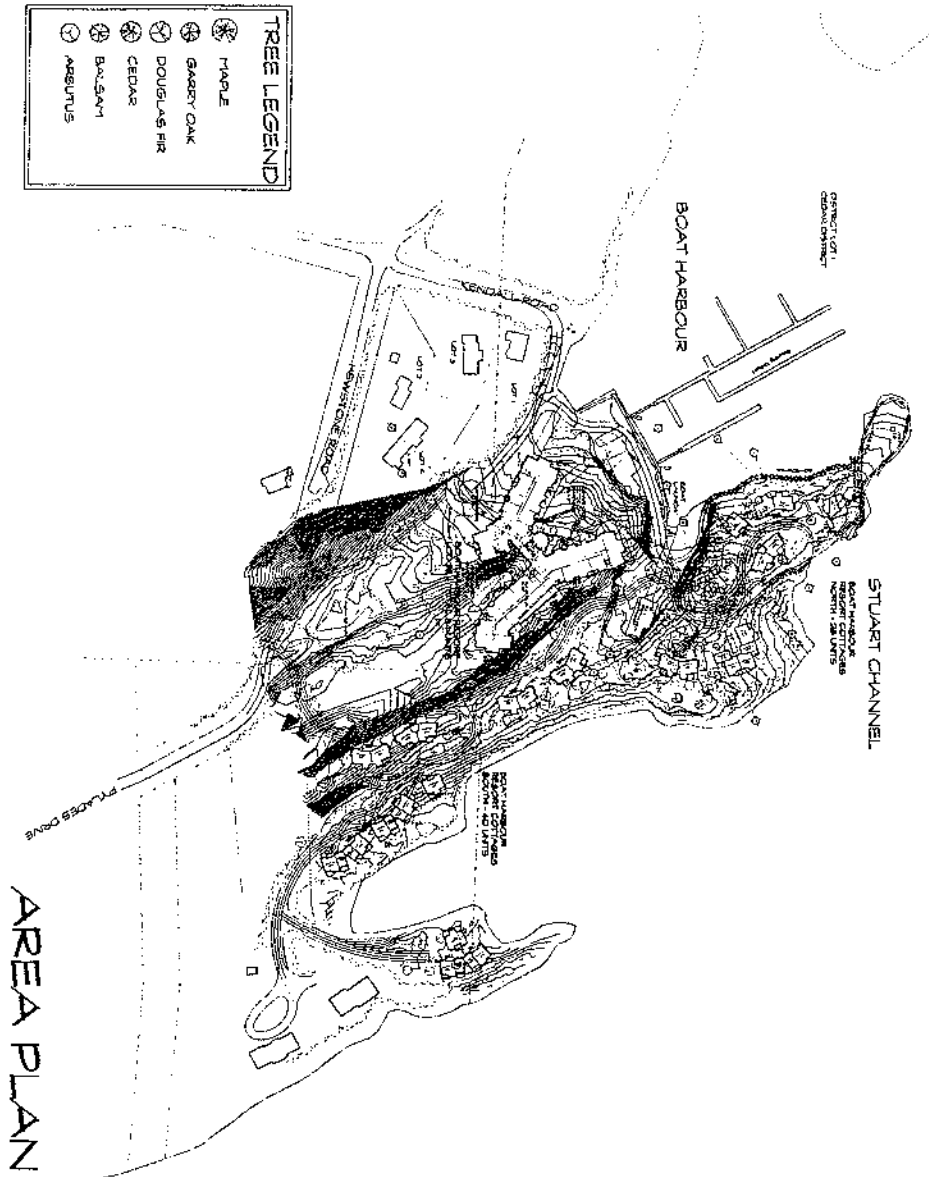

General Manager Concurrence


CAO Concurrence

APPENDIX 1



APPENDIX 2



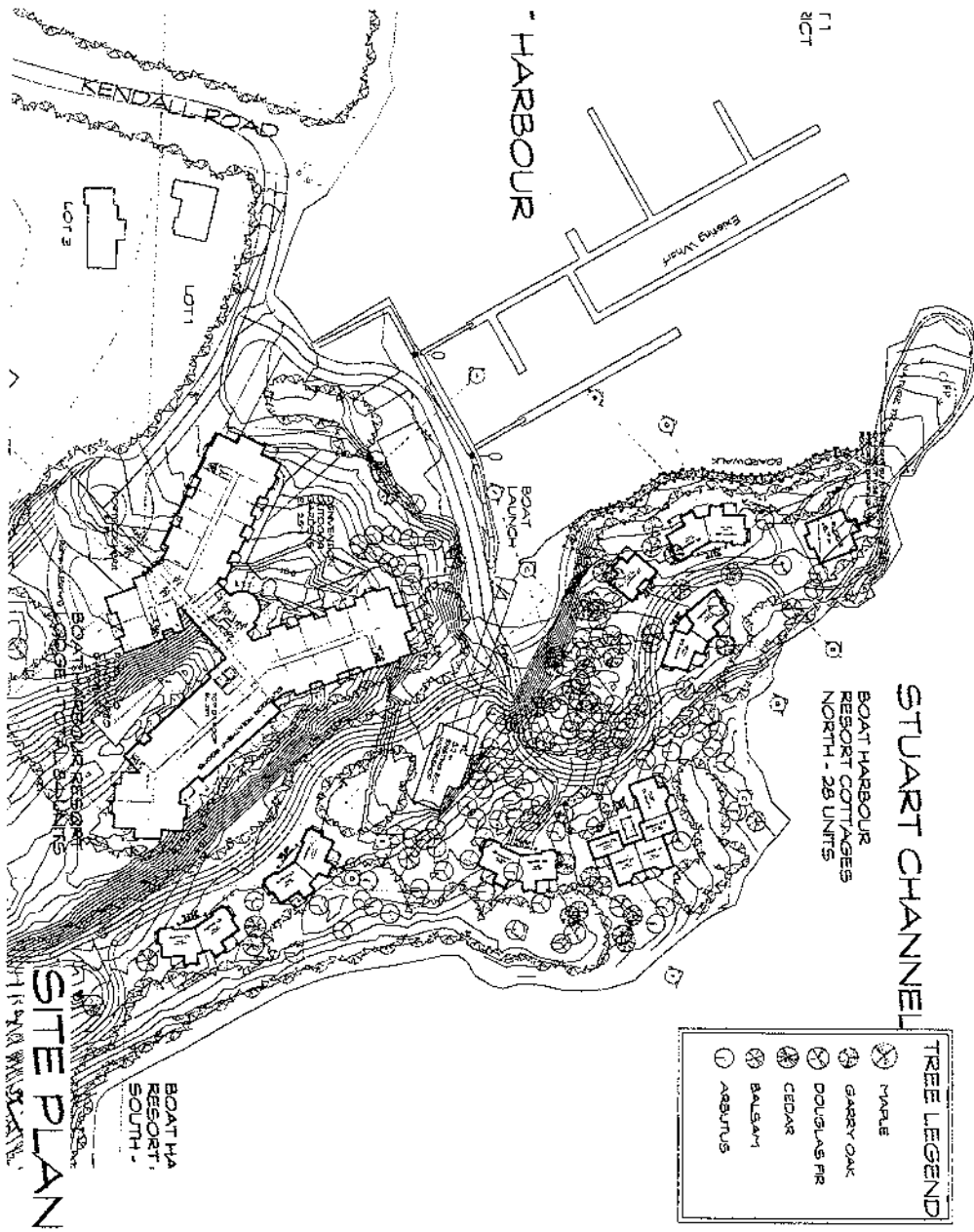
TREE LEGEND

	MAPLE
	GRASSY OAK
	DOUGLAS FIR
	CEDAR
	BALSAM
	ASPEN

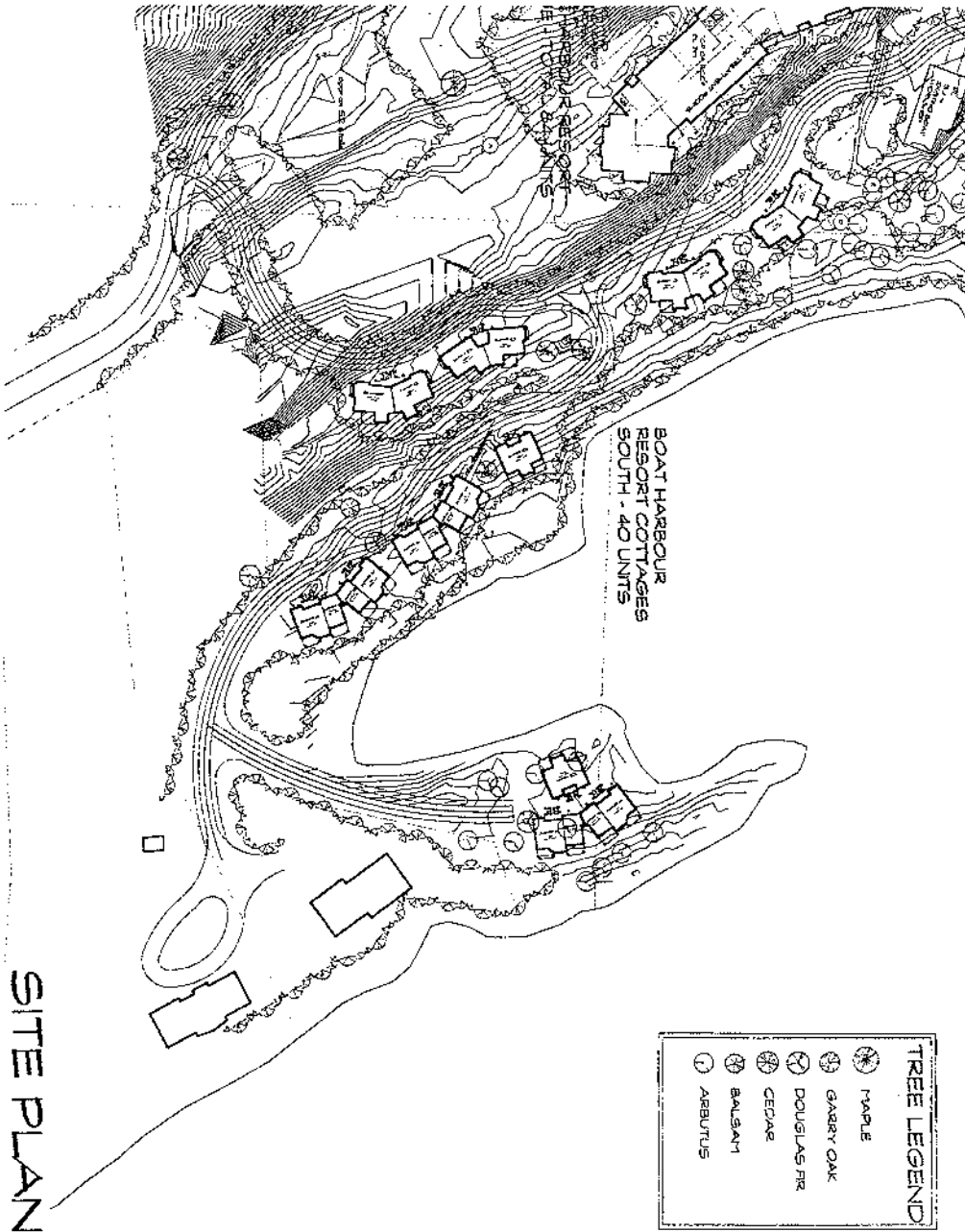
MERRICK
ARCHITECTS

1000 ...
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Project No.	A102
Date	...
Scale	...
Author	...
Checked	...
Approved	...



BOAT HARBOUR RESORT COTTAGES NORTH - 28 UNITS SITE PLAN A1.03		 MERRICK CONSULTANTS 1000
PROJECT NO.: SHEET NO.: DATE:	DRAWN BY: CHECKED BY:	APPROVED BY: TITLE:



SITE PLAN

City of Vancouver Department of Planning and Development Planning and Development 1100 Burrard Street Vancouver, BC V6X 1C8 Tel: 604-681-3831 Fax: 604-681-3832 Email: info@cityofvancouver.ca	
Project No.: 1100 Burrard Street Vancouver, BC V6X 1C8 Tel: 604-681-3831 Fax: 604-681-3832 Email: info@cityofvancouver.ca	Date: 2007-09-25
Title: Boat Harbour Resort Cottages South - 40 Units	Scale: 1:1000
Author: [Name]	Date: [Date]
Checked: [Name]	Date: [Date]
Approved: [Name]	Date: [Date]
Project No.: 1100 Burrard Street Vancouver, BC V6X 1C8 Tel: 604-681-3831 Fax: 604-681-3832 Email: info@cityofvancouver.ca	Date: 2007-09-25
Title: Boat Harbour Resort Cottages South - 40 Units	Scale: 1:1000
Author: [Name]	Date: [Date]
Checked: [Name]	Date: [Date]
Approved: [Name]	Date: [Date]



**REGIONAL
DISTRICT
OF NANAIMO**

RDN REPORT	
CAO APPROVAL	
EAP	
COW	<i>Done Oct 9</i>
RHD	
BOARD	

OCT 02 2007 MEMORANDUM

TO: Sean De Poi
Manager of Liquid Waste

FROM: Nadine Schwager
Liquid Waste Coordinator

SUBJECT: Septage Fee Review

DATE: October 1, 2007

FILE: 5340-01-SEPT

PURPOSE

To obtain Board approval to amend “Regional District of Nanaimo Trucked Liquid Waste Disposal Bylaw No. 988, 1995” to increase septage disposal fees to pay for a septic education program.

BACKGROUND

On June 26th, 2007, the Board approved the development of a public information and education program for onsite sewage disposal systems with a 2008 budget of \$25,000 to be funded by an increase in septage user fees. This report identified that this would require an increase in septage user fees of \$0.01 to \$0.02 per gallon.

The septage tipping fees have been \$0.16 per gallon since January 1, 2002. The septage fee will need to be raised from \$0.16 to \$0.18 per gallon to pay for the septic education program. The attached Trucked Waste Disposal Bylaw 988.07 has been prepared to reflect this septage fee increase.

ALTERNATIVES

1. Raise the septage user fees, effective January 1, 2008, to \$0.18 per gallon.
2. Do not raise the septage user fees.

FINANCIAL IMPLICATIONS

Raising the septage user fee from \$0.16 per gallon to \$0.18 per gallon is expected to sufficiently cover the cost of the septic education program. Should the septage user fees not be increased the septic education program may not have the funds to proceed.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

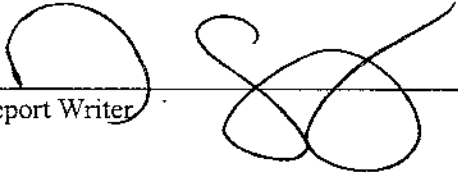
This fee increase will represent a \$10.00 increase for the discharge of a 500 gallon residential septic tank. A communications package will be prepared to advise septic haulers as well as the general public of this rate increase.

SUMMARY/CONCLUSIONS

The Regional District of Nanaimo is not currently collecting sufficient user fees to recover the costs for the septic education program that will be commencing in 2008. The septage user fee has been \$0.16 per gallon since January 1, 2002. RDN staff recommends that the septage user fee be increased to \$0.18 per gallon, effective January 1, 2008.

RECOMMENDATIONS


1. That "Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.07, 2007" be introduced for three readings.
2. That "Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.07, 2007" having received three readings be adopted.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 988.07

**A BYLAW TO AMEND REGIONAL
DISTRICT OF NANAIMO TRUCKED
LIQUID WASTE DISPOSAL
BYLAW NO. 988**

WHEREAS the “Regional District of Nanaimo Trucked Liquid Waste Disposal Bylaw No. 988, 1995”, provided for the discharge of trucked liquid waste into septage disposal facilities operated by the Regional District of Nanaimo;

AND WHEREAS the Board wishes to amend Bylaw No. 988;

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

1. Schedule ‘C’ of Bylaw No. 988 is hereby repealed and Schedule ‘C’ attached hereto and forming part of this bylaw, is substituted therefor.
2. This bylaw may be cited as “Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.07, 2007”.

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

Adopted this 23rd day of October, 2007.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

BYLAW NO. 988.07

SCHEDULE 'C'

FEES

1.	Annual Administration Fee	\$ 50.00
2.	Application Fee	\$ 300.00
3.	User Fee:	
	For each gallon of septage in 2007	\$ 0.16
	Beginning in 2008 each gallon of septage	\$ 0.18
	For each gallon of holding tank waste from properties included within the Local Service Area (more specifically the Pump and Haul Local Service Area established by Bylaw No. 975)	\$ 0.01
	For each gallon of holding tank waste from properties included within the Horne Lake Pump and Haul Service for the period from November 13 th , 2001 to December 31 st , 2004	\$ 0.00
	For each gallon of holding tank waste from properties included within the Horne Lake Pump and Haul Service after December 31 st , 2004	the rates established above for the Local Service Area will apply
	For each gallon of septage from properties on Protection Island	\$ 0.00

For each gallon of septage from those properties
within the City of Nanaimo listed as follows: \$ 0.00

- 1323/1325 Fielding Road
- 1335 Fielding Road
- 1341 Fielding Road
- 1343 Fielding Road
- 1350 Fielding Road
- 1357 Fielding Road
- 1373 Fielding Road
- 1390 Fielding Road
- 1400 Fielding Road
- 1403 Fielding Road
- 1416/1420 Fielding Road
- 1417 Fielding Road
- 1421 Fielding Road

For each gallon of septage from properties
on Lasqueti Island: \$ 0.23

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGIONAL GROWTH MONITORING ADVISORY COMMITTEE/STATE
OF SUSTAINABILITY PROJECT MEETING
HELD ON WEDNESDAY, AUGUST 29, 2007
IN THE COMMITTEE ROOM

Present:

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

Also in attendance:

Paul Thompson	Manager, Long Range Planning
Lisa Bhopalsingh	Planning Consultant

Absent:

Sylvia Neden
Adele McKillop

CALL TO ORDER

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

MINUTES

The minutes from the previous meeting (June 27/07) were approved.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

a) Sustainability Awards Program

Paul Thompson gave a brief overview of the report on the Awards Program for Sustainability Initiatives. Referring to the Report, the Committee discussed the costs, benefits and challenges of running a successful Awards Program. Concern was expressed that the concept of an Awards Program had been referred to several times during the State of Sustainability project and that there is an expectation that one will be developed. It was felt that an Awards Program would help raise awareness of sustainability and recognize good work.

The Committee agreed that Awards should be more about public recognition (in the newspapers/council meetings) rather than a competitive approach. Community, school and individual initiatives were discussed as options for the focus of an Awards Program.

The following suggestions in the table below were made to address some of the challenges of maintaining a sustainable Awards Program:

Issue	Discussion/Suggestions
Difficulty Getting Nominations	Reduce the number of categories/topics to 3 and keep general (e.g. Sustainable Living, Leadership and Youth). Changing topics over time would help maintain interest and be more inclusive.
	Give awards that recognize good work encompassing all aspects of sustainability (environmental, economic and social).
	Start with an environmental topic that people identify with and then move towards other areas of sustainability in the future (e.g. economic).
	Allow ongoing nominations with no specific dates.
	Advertise in the Regional Perspective and RDN web site for input on projects that should be recognized.
	The RDN could set community challenges between different areas with a fiscal reward as an incentive. However it was noted that although challenges are a good way to raise awareness they are more costly.
	Residents associations, neighbourhood blocks/groups and schools could be encouraged to set themselves a challenge of their choice (e.g. to reduce water use, recycling, improve water quality in a specific area).
	Consider financial incentives (e.g. reduction in water rates for areas that meet a water reduction challenge or a sizable monetary award).
Enabling Fair Participation in an Awards Program	Need to level out the playing field for people to participate given the diversity between different rural and urban areas in the RDN. Schools were given as an example of leveling out the playing field for participation.
High Costs of setting up and running an Awards Program	Develop a joint Program between Malaspina Students and RDN and have the Students organize the Awards Program.
	More cost effective for the Committee to nominate recipients and then piggyback on another event for the Awards ceremony.
	Set a limit of \$4,000 for the Awards Program.
	Complex processes take up a lot of staff time - keep it simple because repeating a complicated process every 2-3 years will be a challenge.
Duplication of Effort with 5 existing Awards Programs within the RDN	Consider one single awards program for the whole RDN to reduce duplication of effort. However, it was noted that each jurisdiction might want control over the Awards in their area so it might be a challenge to get everyone on board.

The Committee is interested in having an Awards Program and directed staff to develop a report detailing the costs of using the various approaches discussed above including the options of focusing the Awards towards communities, schools or individuals.

b) Final Report on Ideas to Improve Sustainability

The Committee discussed recommendations for improving sustainability based on the first four environmental characteristics. The environmental characteristics were discussed with reference to the two papers submitted to the Committee by Ross Peterson (the first, a discussion of Principles and Indicators for the characteristics and the second titled “The Management of Water in a Sustainable Community”). The recommendations and some discussion for the four characteristics are summarized below.

A. “There is a safe and sufficient supply of water for all living beings and uses in the RDN”,

Further to discussion on the first environmental characteristic above, it was noted that the “Drinking Water - Watershed Protection Action Plan” Report (Drinking Water - Watershed Protection Stewardship Committee) makes recommendations for all aspects of human water consumption. This includes Public awareness, water resource inventory and data collection, land management, water use and quality management. However, it was noted that the Report only deals with human water consumption and there is a need to look at water for all “beings”.

The Committee tentatively endorsed the recommendations of the Report to allow review time for Committee members who have not read it. Furthermore, it was noted that the Report is awaiting RDN Board approval. Paul Thompson will circulate copies of the report (report e-mailed to the Committee Thursday August 30th 2007).

The merits of using a watershed based approach to dealing with drinking water as part of a larger approach to ecosystem protection was discussed. The Committee discussed setting targets and timeframes for reducing water consumption (e.g. similar to the RDN’s waste reduction approach).

Recommendations

1. Endorse the drinking water action plan and climate change reports.
2. Develop a watershed/ water management committee/s to devise a watershed-based approach to land use management. Such a committee would sets operational priorities for different watersheds and implement actions.
3. Recommend all governments support water conservation at a rate of 1% per year for all users. Set specific targets for consumption.
4. Set incentives for individuals to reduce consumption

B. Important ecosystems and ecological features are protected, healthy and productive.

The Committee discussed the need to support green infrastructure and the benefits of applying a watershed based approach for protecting ecosystems. There was discussion about the lack of uniform policies, bylaws and procedures for building and development throughout the RDN and the impact on environmental protection. The limitations and impact of existing bylaw enforcement procedures was also discussed.

Recommendations

1. Protect/support green infrastructure.
2. RDN will work with Feds & Province to fund a biodiversity index to monitor ecosystems.
3. Support the Ministry of Transportation and RDN working together to have a similar level of environmental protection relating to land use planning in all electoral areas.
4. Any development in the RDN should require building permits.
5. Ecosystem protection should be tied to the building permit process.
6. Review process for enforcement of various environmental protection bylaws outside of RDN business hours (e.g. relationship between RDN & RCMP).
7. Educate individual landowners, developers etc. about bylaws, processes to protect ecosystems.
8. Watersheds should be the ecosystem model.
9. Review and strengthen land use and planning functions to protect the environment.

C. The air is clean and safe to breathe.

The Committee discussed ways of improving air quality based on a range of pollution sources. It was noted that some sources like vehicles make a significant impact on air quality compared to others and consequently should be a higher priority to target for reduction.

Recommendations

1. Prohibit all backyard burning and implement a compost/yard waste collection.
2. Ban idling for vehicles in the RDN.
3. Encourage government, industry and business to work together to divert more transportation of goods from the roads to the railway.
4. Mandatory vehicle inspections.
5. Encourage RDN and Local governments to use fuel-efficient fleets/vehicles.
6. Give incentives for fuel-efficient vehicles.
7. Support a smoking ban in all outdoor/public spaces.
8. Support a building code review to upgrade inefficient/older wood stoves.
9. Educate the public on the causes and impacts of poor air quality.
10. Work with Ministry of Environment to review how representative the data from the single monitoring site in Nanaimo is (see air quality index). If necessary review the need for more sites.

D. All natural resources are conserved, and renewable resources are available in perpetuity.

The Committee discussed a variety of recommendations to conserve natural resources and recognized existing efforts including policies that support this (e.g. Urban Containment). The difficulty of influencing resources managed or controlled by other jurisdictions was discussed (e.g. harvesting and rotation of trees). It was noted that gravel extraction was not covered in the list of suggestions. The Committee endorsed adding Ross Peterson's recommendations to the list of recommendations.

Recommendations

1. Resist applications to rezone forestlands into residential lands.
2. Encourage sustainable forestry practices (e.g. reduced rotation period). *
3. Encourage higher processing of raw logs. *
4. Encourage maximization of densities inside the UCB and village nodes.
5. Promote/support ALC to maintain ALR area.
6. Support sustainable farming practices (including organic and pesticide free).
7. Support increased use of land for farming. *
8. Encourage a “buy locally” philosophy. *
9. Create a Farm Advisory Council for the Region. *

*Adapted from Ross Peterson’s notes and not discussed during meeting.

NEXT MEETINGS

The next meetings to develop recommendations are scheduled for the following dates:
September 12th, September 19th, October 10, October 24, and November 14.

The September 12th meeting will deal with recommendations for Social Characteristics. Due to the availability of Committee members with a background in environmental issues, the remainder of the environmental characteristics will be addressed on September 19th.

ADJOURNMENT

Director Holdom adjourned the meeting at 8:30 PM.

Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGIONAL GROWTH MONITORING ADVISORY COMMITTEE/STATE OF
SUSTAINABILITY PROJECT MEETING
HELD ON WEDNESDAY, SEPTEMBER 12, 2007
IN THE COMMITTEE ROOM

Present:

Director Bill Holdom	Chair
Betty Collins	
Brian Anderson	
Janet Farooq	

Also in attendance:

Lisa Bhopalsingh	Planning Consultant
------------------	---------------------

Absent:

Director Dave Bartram	Deputy Chair
Ross Peterson	
Douglas Anderson	
Sharon Thompson	
Gordon Buckingham	
Sylvia Neden	
Adele McKillop	

CALL TO ORDER

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

MINUTES

The minutes from the previous meeting (August 29/07) were approved.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

a) Recommendation to Support Nanaimo Airport Expansion

The Committee discussed the need to support the proposed Nanaimo Airport Expansion. It was agreed that this could be done through a recommendation during the Economic Capital meeting.

b) Aim & Purpose of the "Ideas" Report

The Committee discussed the target and format of the final "Ideas" report referring to the e-mail correspondence of those absent. There was consensus that the main audience for the report is the RDN Board of Directors, and through them, other levels of government. It would be too

challenging and distracting to attempt to reach all groups in the same document (individual, business, community etc.). It was also felt that there is a lot of existing information already targeting individual actions for improving sustainability and that there was no need to duplicate. Focusing the recommendations for the attention of the RDN Board was not considered to be an issue in terms of meeting expectations of community members/stakeholder groups who have been participating in the process.

It was agreed that the report should be short, simple and focused - no more than 6 or 8 pages. The RGMAC should prioritize and focus on things that are most important to target, with its top 10 recommendations up front.

It was proposed that the three topic areas (environmental, social and economic) would not be covered separately but mentioned under each recommendation in terms of relevance and probable directions of effects when implementing the policies.

So the report would be structured as follows:

Preamble/Executive Summary

Top ten priority recommendations

Policy Proposals RDN can change

Policy Proposals RDN should influence

Other recommendations

Policy Proposals RDN can change

Policy Proposals RDN should influence

There was discussion on how to link the recommendations to the 22 characteristics in the Final Report. Consideration was given to the fact that recommendations originating from one category have negative or positive impacts in another categories (i.e. a recommendation to make a positive social change could have negative economic consequences). It was decided that the RGMAC should speak to the potential negative/ positive impacts of their recommendations to the RDN Board. These would not be in detail, but raise issues.

There was discussion about whether or not the RGMAC are making recommendations to influence policy or putting forward policies for the RDN to consider. It was decided that the RGMAC would make recommendations that the RDN could use to develop policies. For example, "Suggest that the RDN consider setting a water use reduction target of 1% per year for all users". It was noted that the wording of each recommendation would vary depending on the issue at hand and the influence of the RDN.

It was agreed that the recommendations should also be useful for the upcoming review of the Regional Growth Strategy – thereby focusing on what the RDN can directly influence and change.

Given the limited number of meetings to develop the recommendations it was proposed that further approval/refinement of the text drafted during meetings for the recommendations could be done via e-mail. The two final RGMAC meetings could be used to prioritize and if necessary refine the recommendations.

c) Social Capital Recommendations

The Committee discussed recommendations for improving sustainability based on the Social Capital characteristics. Janet Farooq provided a handout with "A Few Social Policy Ideas

directed at the RDN” – this was used as the framework for developing the recommendations for each Social Capital characteristic. These recommendations and some discussion are summarized below.

A. Healthy residents and the availability of health care when needed.

The Committee discussed the fact that State of Sustainability Report and process so far had not discussed the need for more primary healthcare clinics throughout the Region. It was decided that a recommendation to support this was important.

Recommendations

1. While it is acknowledged that Nanaimo Regional Hospital (VIHA) is main provider of secondary and tertiary health care, it is recommend that Vancouver Island Health Authority (VIHA) ensure that there are adequate primary health care facilities* distributed throughout the Region. *Need to ensure that the correct terminology for the different levels of health care are used for this recommendation.
2. Encourage the use of Public Health Agency of Canada education programs (and other efforts) to educate young teens about problems with being teenage parents, family planning, contraception, risks of smoking and drinking, and need to access vitamin and other supplement programs.
3. Recommend an emphasis on “prevention” to reduce the need for primary health care services.
4. Promote/encourage programs to reduce traffic accident rates including mandatory testing of seniors for re-licensing and mandatory vehicle inspection.
5. Encourage municipalities and ministry of highways to implement traffic calming measures through use of photo radar and through road design to address speeding (e.g. speed bumps, four way stops etc.) and to increase safety at high risk intersections.

B. Educated and trained residents who qualify for employment

The Committee discussed the growing need for employees with a range of skills and ways of improving levels of education and training for RDN residents. It was noted that these recommendations would also address some of the Economic Capital Characteristics.

Recommendations

1. Support literacy programs for both students and adults.
2. Encourage high school students to complete Grade 12.
3. Support more apprenticeship programs through trade schools, Chambers of Commerce etc. and make apprentices more attractive to employers.
4. Support efforts to increase trade programs at Malaspina and other educational facilities.
5. Work with school districts to support better career advice programs at local high schools including involving local businesses.
6. Encourage better conditions of work for entry level workers – Recommend the RDN work with Chamber of Commerce and Province to improve conditions and opportunities for entry level workers.

C. Employed residents and a wide variety of employment opportunities.

The Committee discussed the role of the RDN in facilitating a range of employment opportunities through land use planning and the provision of a regional economic development function.

Recommendations

1. Promote and support a diversity of small home based business.
2. Develop a RDN economic development function to support economic development throughout the region.
3. Encourage the RDN to look at developing comprehensive criteria for new (greenfield) developments covering both residential and commercial areas (i.e. to institute an environmentally friendly building code including for infrastructure, green spaces, support a range of housing and employment opportunities).

D. Financially independent residents and minimal poverty.

The Committee discussed factors like low literacy that affect poverty and ways the RDN can address them.

Recommendations

1. Support opportunities for adult training and retraining, including literacy.
2. Continue support for social services provided to the poor.
3. The Committee is aware that a successful daycare program may assist in allowing the parents (often single parents) of young children to participate in the workforce.

E. Affordable housing and a variety of different types and sizes of housing to accommodate the demographics of the region.

The Committee discussed the ways in which the RDN can influence the provision of affordable and adaptable housing through exercising regulatory powers.

Recommendations

1. Encourage strategies to increase the number of subsidized housing units. For example, for those who choose to under develop (i.e. build 15 units instead of an allowed maximum of 22) require an extra 2 units be contributed to affordable housing stock.
2. Encourage senior levels of government to contribute resources to provide more affordable housing.
3. Encourage the provision of low rent housing, including housing allowances for low income families.
4. Support secondary suites throughout the Region.
5. Increase the number of units for low income seniors through public housing projects (Parksville).
6. Encourage the development of "flexible" or adaptable housing. For example, housing that can be converted easily from single family homes to suites/ apartments depending on demand.

F. Minimized need for travel by private automobile.

The Committee discussed the ways in which the RDN can discourage the use of private automobiles. It was acknowledged that some things such as reducing parking in certain areas might negatively impact those with mobility issues who need cars to access services.

Recommendations

1. Encourage nodal development including both housing and employment (services, retail, small scale industry?).
2. Encourage land use planning and design features that promote pedestrian and cycling; encourage more bike trails.
3. Encourage more efficient bus services.
4. Review and reduce parking requirements (i.e. at malls etc to discourage car use).
5. Provide education on multi-tasking and car pooling.
6. Discourage the expansion of existing roads (i.e. no more four lane areas on Departure Bay/Hammond Bay).

NEXT MEETINGS

The next meetings to develop recommendations are scheduled for the following dates: September 19th, October 10, October 24, and November 14.

The September 19th meeting will deal with recommendations for the remaining Social and Environmental Characteristics from the August 29th and September 12th meetings.

ACTIONS TO PREPARE FOR NEXT MEETING

It was proposed that the **Environmental Capital** recommendations be edited by Lisa B. to reflect the focus on the RDN Board. This includes adding a recommendation about "compulsory inspection of septic systems".

Lisa B. will forward the September 19th agenda along with the complete list of Economic Capital characteristics to allow Committee members the opportunity to prepare text to address them.

ADJOURNMENT

Director Holdom adjourned the meeting at 8:00 PM.

Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGIONAL GROWTH MONITORING ADVISORY COMMITTEE/STATE OF
SUSTAINABILITY PROJECT MEETING
HELD ON WEDNESDAY, SEPTEMBER 19, 2007
IN THE COMMITTEE ROOM

Present:

Director Dave Bartram	Deputy Chair
Betty Collins	
Brian Anderson	
Janet Farooq	
Gordon Buckingham	
Adele McKillop	

Also in attendance:

Lisa Bhopalsingh	Planning Consultant
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Absent:

Director Bill Holdom	Chair
Ross Peterson	
Sharon Thompson	
Sylvia Neden	
Douglas Anderson	

CALL TO ORDER

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

MINUTES

The minutes from the previous meeting (September 12th 2007) were discussed and revised. Those present at the September 12th meeting agreed that most of Janet Farooq's text amendments should be used especially those concerning the report format. It was decided that future minutes should record agreed upon recommendations.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

a) Review of Sept 12th discussion - for the benefit of absent Committee members.

Those present at the September 12th meeting discussed the rationale for the proposed report format, which involves getting rid of the three categories (Environmental, Social and Economic) and focusing on the top ten priorities (based on importance). It was noted that recommendations that did not make the "top ten" would still be documented.

It was agreed that the wording for the report section "Policy Proposals the RDN ~~can change~~" be amended to "Policy Proposals the RDN should consider".

The report structure based on these discussions will be as follows:

Preamble/Executive Summary

Top ten priority recommendations

Policy Proposals RDN should consider

Policy Proposals RDN should influence

Other recommendations

Policy Proposals RDN should consider

Policy Proposals RDN should influence

b) Social Capital Recommendations Continued from Sept. 12th.

The Committee reviewed, discussed and amended the draft Social Capital recommendations. All amendments are recorded in the "Social Capital Recommendations Draft 2" document. Some of the key amendments and discussion are summarized below:

- A 2 - It was noted that Malaspina University College may become Malaspina University in January/February 2008 and based on the timing of the completion of the final report this name change should be reflected.
- It was noted that the RDN contributes a significant amount of money to the Nanaimo Regional General Hospital (NRGH) yet the RDN Board has no influence on how this money is used. The following recommendations were proposed to address this:

Recommend that the RDN work with VIHA and the Ministry of Health Province to have elected RDN Board representation on the VIHA Board of Directors

Support the further development of Nanaimo Regional Hospital (NRH) as the main provider of Secondary and Tertiary health care.

- C3 – There was debate over the disadvantages and advantages of supporting new transportation links on and off the island (i.e. would better transportation lead to unsustainable population growth in the region and/ promote more employment opportunities?). It was decided to move this recommendation to Economic Capital for further discussion.
- It was agreed that Lisa would follow up with Paul Thompson with regard to questions about the following recommendations:

D1 - Regarding the term "Social Zoning" - does the RDN typically use another term (that would be more easily understood) for zones that allow a multitude of social land uses – for example "Community Use"?

E 2 - The Committee debated the merits of allowing secondary suites in only Residential 1 (RS1) Zones. The Committee discussed allowing secondary suites where septic/sewer and water meet Provincial health standards for the size of the dwelling unit and number of people using these systems. Furthermore, would permitting secondary suites in "Rural Residential" areas where there is adequate septic and water capacity conflict with the RGS? The committee also discussed the need to ensure some form of building inspection to ensure secondary suites meet a certain standard.

The Committee discussed and agreed upon the following draft recommendations for the final Social Capital characteristic:

F. High level of safety where residents care for and respect one another

Recommendations the RDN Should Influence

1. Support and promote more education on crime and consequences, especially for juveniles.
2. Support and promote the use of schools and community centres, for community based activities.
3. Promote more interaction between the RCMP and the public to increase mutual understanding and respect.

Recommendations the RDN Should Consider

1. Encourage more use of regional parks, recreational facilities, and cultural programs.
2. Maintain and improve policies related to parks, recreation and cultural programs.
3. Ensure policies for acquiring parks through development and/or environmental protection meet community needs for social gathering, recreation, and cultural activities.
4. Campaign on voting as a civic duty, not just a right.

c) Environmental Capital Recommendations Continued from Aug. 29th

The Committee, reviewed, discussed and amended the draft Environmental recommendations. All amendments are recorded in the "Environmental Capital Recommendations Draft 3" document.

It was agreed that Lisa B. would verify the following prior to the next meeting:

- The correct terminology for the watershed management philosophy promoted by Wil Marsh.
- That requiring building permits and inspection are related but separate functions. The issue here is should the report recommend Region wide Building Inspection or Building Permits as the acceptable terminology?

The following additional recommendations were added for the remaining Environmental Capital Characteristics:

E. Energy requirements are reduced, and/ energy is obtained in ways that minimize negative impacts on the environment and greenhouse gases are minimized.

Recommendations the RDN Should Influence

1. Support BC Hydro's power smart program.
2. Support alternate energy initiatives by the Federal and Provincial government and private industry (e.g. Small scale hydro electric power, wind, solar, geothermal etc.).
3. Continue to support and if possible expand methane recovery at the RDN landfill.
4. Support government initiatives to support alternate fuel for private vehicles.

Recommendations the RDN Should Consider

1. Adopt policies that Work towards energy self sufficiency.
2. Exceed targets to conserve and reduce energy consumption in the corporate RDN workplace as outlined in the Corporate Climate Change Plan

F. Land and resources are efficiently used, and the negative impacts of land use and development are minimized.

Recommendations the RDN Should Influence

1. Encourage existing industry and institutions to take steps to reduce environmental impacts.

Recommendations the RDN Should Consider

1. Ensure that the RGS is monitored and adhered to throughout the RDN and member municipalities.
2. Use the RDN's 'Sustainability Checklist' to monitor and set targets to improve sustainability within the Electoral Areas and encourage the RDN member municipalities to adopt a Sustainability Checklist approach to development.

G. Waste is minimized, treated, and disposed using environmentally sound methods.

Recommendations the RDN Should Influence

1. Adopt mandatory inspection of septic systems. This should be moved to "recommendations the RDN should consider"

Recommendations the RDN Should Consider

1. Continue to support the RDN waste recycling efforts including food composting.

d) Economic Capital Recommendations

Janet Farooq provided a handout for proposed Economic Capital Recommendations for the Committee to review. It was decided that the Economic Recommendations would be addressed at the October 10th meeting.

e) RDN Board and Report

Hope was expressed that the RDN Board would adopt the final report and it was proposed that members of the RGMAC should speak to the Board about the top ten priorities.

NEXT MEETINGS

The next meetings to develop and prioritize recommendations are scheduled for the following dates: October 10, October 24, and November 14.

The October 10th meeting will deal with the remaining recommendations for the Environmental and Economic Capital.

ACTIONS TO PREPARE FOR NEXT MEETING

Lisa B. will forward the revised September 12th minutes, the September 19th minutes and the October 10th agenda. Based on the meeting discussion/decisions, Lisa B. will follow up on questions identified and circulate a revised version of the Environmental Capital and Social Capital recommendations. Lisa B. will also add to Janet Farooq's list of Economic Capital Recommendations (making it clear where changes have been made) and circulate before the October 10th meeting.

ADJOURNMENT

Director Bartram adjourned the meeting at 8:35 PM.

Deputy Chair, Director Dave Bartram

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS AND GREEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD SEPTEMBER 6, 2007
AT THE CEDAR HERITAGE CENTRE

Attendance: Frank Garnish (Chair) Barbara Metcalf
 Jim Fiddick Joe Burnett (Area 'A' Director)
 Lynne Aldcroft Margaret Johnson

Staff: Wendy Marshall (Manager of Parks Services)
 Elaine McCullough (Parks Planner)

Guest: Mel Bramley

Regrets: Gay Cunningham

1. CALL TO ORDER

The meeting was called to order at 7:30 pm.

3. MINUTES

MOVED B. Metcalf , SECONDED M. Johnston, that the Minutes of the Electoral Area 'A' Parks and Green Spaces Advisory Committee Meeting held May 17, 2007, be approved. CARRIED

4. BUSINESS ARISING FROM MINUTES

Quennell Lake Accesses – Discussion relating to site visits made by most of the committee members.

MOVED J. Fiddick, SECONDED B. Metcalf Staff that staff contact MOE & MOT to investigate enhancements to the existing Ritten Road boat ramp. CARRIED

5. COMMUNICATIONS/CORRESPONDENCE

- 5.1 City of Nanaimo, Rick Grant Re: Cable Bay Trail/Parking Area
 Mel Bramley described some difficulties being experienced by local residents.
- 5.2 Tom Osborne Email Re: Morden Colliery Trail

MOVED J. Fiddick SECONDED B. Metcalf that the correspondence be received. CARRIED

8. REPORTS AND DISCUSSION ITEMS

8.1 Director's Report – J. Burnett

- Cedar Estates Development – Cedar sewers are proceeding along MacMillan Road

8.2 Staff Report – Wendy Marshall

- Kayak Ramp – There is a plan to extend the kayak ramp and flare it out at the bottom. It was deemed that handrails were not suitable. Cost would be about \$2,000.
- Cedar Skatepark – contact has been made with Pete Sabo, SD68, to find if the wording on the current zoning would cover a skatepark – this could save the time and expense of having to make a new application to the Agricultural Land Reserve.
- Cedar Estates Development (behind Wheatsheaf) – staff working with developer. Dealing with a right of way across the Morden Colliery Trail. The developers are required to bridge part of the trail. The decking will be covered with coal slag to match the rest of the trail.
- Three summer staff have brushed out the MCT over the summer.
- The Top Bridge Crossing over the Englishman River is now complete. There will be an official opening, September 30, 11:00 am to noon, followed by an Open House regarding the Englishman River Regional Park from 1:00 to 4:00 pm.
- Jonathan Lobb is now the Parks Operation Coordinator. His former position, Parks Technician, has been filled by Andy Turner who will start September 17.

8.2 Cedar-South Wellington Community Trail Group– J. Materi

- J. Materi was not present at the meeting, but it is noted that three broom removal work parties at Nanaimo River Regional Park were held over the summer and about 650 meters were cleared.

MOVED B. Metcalf SECONDED M. Johnson that the reports be accepted. CARRIED

9. NEW BUSINESS

9.1 Thelma Griffiths Community Park

- Elaine McCullough, our new Parks Planner, made her debut with a concept plan for Thelma Griffiths Community Park.
- The concept plan will be taken to the South Wellington community for input. SWACA (South Wellington Area Community Assn) are interested to see parks developed, maintained and enhanced in their area. Several community members have offered help including supplying equipment at reduced rates or free. J. Burnett will email contact numbers to Elaine.

MOVED J. Fiddick SECONDED B. Metcalf that the report be received. CARRIED

10. COMMITTEE ROUND TABLE

- J. Burnett reminded everyone of closing date of September 21, 2007 for application to apply to be a member of the Area A Recreation & Culture Commission.
- Holden Lake Access was discussed. Tiesu Road has now been blocked off by the landowner. Charles Road is impassable.

MOVED B. Metcalf SECONDED M. Johnson that Staff contact MOE and MOT to investigate development of access to Holden Lake from Bean Road.

CARRIED

11. NEXT MEETING

Thursday, November 15, 2007, 7:30pm at the Cedar Heritage Centre.

12. ADJOURNMENT

MOVED B. Metcalf, SECONDED M. Johnson, that the meeting be adjourned at 8:50 pm. CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD SEPTEMBER 17, 2007

Attendance:

Peter Doukakis	Kebble Sheaff
Robyn Elliott	Reg Nosworthy
Lou Biggemann (Director)	

Staff:

Wendy Marshall, Manager of Parks Services

Regrets:

Don Brittain	Linda Tchorz
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CALL TO ORDER

Peter Doukakis called the meeting to order at 7:34 pm

MINUTES

MOVED L. Biggemann, SECONDED R. Nosworthy, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting held June 18, 2007, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

R. Nosworthy gave an update of the parks tour that took place on July 9. R. Nosworthy noted that the Malcolm Property and the property by the Errington Fire Hall (F18) both had good potential for development. The Harris Crescent Park needs some work along the front. Director Biggemann noted that the well head in F18 was put in as part of the deal that created the park.

COMMUNICATIONS/CORRESPONDENCE

Arrowsmith Community Enhancement Society Re: Letter of Support Parkland

MOVED R. Nosworthy, SECONDED R. Elliott, that the correspondence be received.

CARRIED

REPORTS

Director's Report

Director Biggemann announced that the Top Bridge Crossing project was completed and that he had made a visit to the structure. Director Biggemann has received many emails regarding the proposed location of the Biosphere centre in Rath Trevor Park. The Rath Trevor location was just a

suggestion and was not the final location for the building. Director Biggemann provided an update on the new access road to Little Qualicum Estates and reviewed the old stage coach route through the area. Committee members suggested that this history could be captured in the future development of the F18 Park.

Monthly Update of Community Parks and Regional Parks and Trails Projects for March 2007.

W. Marshall provided a summary overview noting the following:

- The new Parks Planner is Elaine McCulloch and the new Parks Technician is Andy Turner
- The Opening Ceremonies for Top Bridge is at 11:00 on Sept. 30 followed by the Open House for the Englishman River Regional Park management plan from 1:00 to 4:00.
- A site has been selected for the Fire Hall in Meadowood Park. The location borders Galvin Place and the road into the park will be shared by the fire hall and park users. Several different locations and layouts for the fire hall were reviewed.
- The opening for the new playground at the French Creek Elementary School is on September 27 at 1:00. All committee members are welcome.
- The Regional Parks and Trails Advisory Committee received a request from the Island Corridor Foundation for a tax exemption in return for trail along the rail line. Development along the Port Alberni line would be a great asset for Area F. R. Nosworthy noted that two parks border the rail line and could potentially be used as trail connectors.

Malcolm Property

W. Marshall reviewed the history of the park and noted that the land was originally donated as a park by George Malcolm to the province. The RDN lease expires in 2010. W. Marshall reviewed the surrounding lands and possible access routes into the park including the MoT Right-of-way and Lot 14 on Tralee Road.

MOVED R. Nosworthy, SECONDED R. Elliott that the Malcolm Property be identified as the top priority project for Area F and that staff proceed with research on access to the property.

CARRIED

Park Property Categorization and Prioritization

R. Nosworthy noted that the French Creek Elementary School should be added to the list of priorities for development. R. Nosworthy noted that discussion has taken place with the School Board regarding the development of sports fields and a fitness trail on the back property. Staff will investigate and report back to the next meeting.

Budget 2008

W. Marshall noted that the budget process has started and that funds for the Malcolm Property have been included. A copy of the budget will be reviewed at the next meeting.

MOVED L. Biggemann SECONDED R. Elliott that the reports be received.

CARRIED

COMMITTEE ROUND TABLE

P. Doukasis reported that he will be attending a luncheon to review the proposal for Development Cost Charges for Regional Parks and Trails.

NEXT MEETING

Monday, November 19, 7:00 pm. at the Errington War Memorial Hall

ADJOURNMENT

MOVED R. Elliott, SECONDED R. Nosworthy that the meeting be adjourned at 9:03 pm.
CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, SEPTEMBER 20, 2007**

Attendance:

Frank Van Eynde
Eve Flynn
Patty Biro

Reg Nosworthy
Teresa Patterson

Dave Bartram
Jo-ann Chase

Staff:

Tom Osborne, General Manager of Recreation Services
Dan Porteous, Manager of Recreation Services
Sandra Pearson, Superintendent of Recreation Programs
Dawne McMurtrie, Recording Secretary

Absent:

Jack Wilson

CALL TO ORDER

1 Chair Van Eynde called the meeting to order at 2:00pm.

MINUTES

3.1 MOVED Commissioner Biro, SECONDED Commissioner Bartram, that the Minutes of the District 69 Recreation Commission meeting held June 21, 2007, be approved.

CARRIED

COMMUNICATIONS / CORRESPONDENCE

4.1 MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the following Communications / Correspondence received:

- L. Hindle, Email Re: Ravensong Aquatic Centre Closure
- S. Hamilton, Parksville and Nanoose Bay Elementary School Re: Thank you
- Parksville Lawn Bowling Club Re: Thank you
- D. O'Brien, Parksville and District 69 Operation Trackshoes Re: Thank you
- G. Holme, Parksville Curling Club Re: Financial Reports
- C. Richardson, Forward House Community Society Re: Thank you
- R. Nosworthy to School District 69 (Qualicum) Re: Area 'F' Community Activity Coordinator
- School District No. 69 (Qualicum) to J. Stanhope Re: Transfer of Fund to ACES for Recreation Services.

CARRIED

FUNCTION REPORTS

- 5.1 Mr. Porteous reviewed the Recreation Services Report highlighting the following items:
- The summer Traveling Playground Program in Electoral Area 'H' was successful this year after having to cancel the two previous summers due to low registration. A key to the success of the program was the partnership with the Bowser Elementary School, through the School District, which including a grant received helped offset costs for the two week summer program.
 - Also the success of the drop-in Playground Program in Parksville continues to see increased numbers each year to the point that this year the numbers proved too challenging for the staff resources available and for the size of the location at the Parksville Community Park. The Program team is strategizing to increase the number of opportunities next year so that the increased numbers can be managed effectively and safely.
 - An Ice Makers course through the Recreation Facilities Association of BC was held at Oceanside Place. The course was very well received by the instructor and the participants, as the program was coordinated in such a way to allow for the participants to gain hands on experience with the current facility operations staff during the Department's ice making process.
 - An International Girl Guide Rendezvous was held for a week during the summer in the Parksville area and over 500 Girl Guides were accommodated during that period with swimming opportunities at Ravensong Aquatic Centre. The Aquatic Programmer worked with the organization to accommodate a certain number of swimmers each day during the public swim sessions to ensure that all of the needs of the group were met and the public were not adversely affected by additional rentals.
 - The fiftieth Anniversary of the Ocean Mile Swim was held on August 19. There were a number of participants involved including a few older swimmers who did very well at the event.
 - The completion of additional storage at Oceanside Place has been appreciated by staff .
 - All lamps have all been replaced at Oceanside Place and the lighting capacity has now been returned to its optimal level.
- 5.2 Mr. Osborne presented the Regional Parks and Trail and Community Parks (EA 'E' – 'H') Report highlighting the following items:
- Clarification regarding the Commission's role in relation to recreation versus community parks resolutions and issues. Mr. Osborne explained that the Commission's mandate is to focus on recreation services provided through the Recreation functions as outlined in its By-Law. Although the Commission may discuss community parks issues and services, and provide community park updates for the Commission, any direction to staff or recommendations regarding community parks needs to be directed through the Parks and Open Space Advisory Committee for each of the particular Electoral Areas.
 - The Department has hired Elaine McCulloch as the Parks Planner who will begin full time work in November of 2007. Andy Turner was hired as the Parks Technician in mid September, replacing Jonathan Lobb who accepted a new position as Parks Operations Coordinator earlier this year.
 - There have been requests for a higher level of service in some of the Electoral Areas with respect to mowing contracts and garbage pick-up. Staff will be considering the best approach to manage these requests through to the end of 2007 and also consider these items further in the various community park budgets for 2008.

- Lighthouse Community Trail and Wildwood Park in Area H received a large amount of hazard tree removal and trail construction work due to wind damage suffered during the winter storms. Mr. Osborne added that the Department will be dealing with some challenges regarding the new WCB regulations pertaining to the training requirements for falling trees.
- The construction of a new bridge across the Englishman River at Top Bridge Park has been completed. An official grand opening is slated for Saturday, September 30 at 11:00 am. Also, the Englishman River Management Plan is being developed with Lanarc and an Open House will be set-up in the Regional Park site from 1:00 to 4:00pm following the official opening of the bridge.
- The Regional District of Nanaimo organized and sponsored the Governor General's Wildlife Habitat Canada Forest Stewardship Recognition Award event presented to Warren Cook and held at his family's property. The event was well received by the attendees and the Cook family. Commissioner Bartram extended a formal thank you to the RDN staff for their involvement in the coordination and success of the event.

MOVED Commissioner Chase, SECONDED Commissioner Biro, that the Function Reports be received.

CARRIED

NEW BUSINESS

- 8.1 Chair Van Eynde introduced Ms. Pearson. Ms. Pearson provided a brief introduction of herself to the Commission. She was welcomed by the Commissioners.
- 8.2 Mr. Osborne provided the Commission with an update regarding the budget process in terms of timelines and Commission involvement. Staff are currently working on their respective budgets with a deadline of October 12. There will be a Corporate Planning review in early November and then staff will present the budget to the Commission on November 22 at which time the Commission will have an opportunity to make recommendations regarding the budget. The Commission recommendations will be considered prior to budget approval in March of 2008.

COMMISSIONER ROUNDTABLE

Commissioner Bartram requested information regarding the pedometer program through ActNow BC. Mr. Osborne explained that there are similar programs available through Legacies Now 2010 and through the British Columbia Recreation and Parks Association (BCRPA). Ms. Pearson outlined the pedometer walking challenge program that has recently been implemented by the Department through a grant from the BCRPA. Commissioner Bartram requested that the information be forwarded to him as the program could be promoted through the Beacon.

Commissioner Biro thanked the District 69 Recreation for running the summer program in Area 'H'. By the end of the summer feedback regarding the program was positive. As a result of the successful summer programming, Wildwood Church offered additional camps for participants who had been in the school program.

Commissioner Biro requested improvements be made to the Lighthouse Community fields so the thirty children who attended Blast Ball during the summer may safely play soccer this fall. Although the school fields are in excellent shape and have been used for soccer in the past, the washrooms are not always available for field users as they would be at the community park. This item is to be referred to the Area 'H' POSAC as it is a community park matter.

Commissioner Biro reported the Lighthouse Recreation will offer three new programs this fall, yoga classes, one night of youth floor hockey and soccer for children 4-8 years of age.

Commissioner Nosworthy reported ACES is working with the RDN on an agreement to provide recreation services which will include hiring an Activity Coordinator. Commissioner Nosworthy also added that he was involved as the ACES representative in a meeting with the School District and the Recreation and Parks Department. Discussions revolved around improved communications, facility access and the involvement of the Activity Coordinator.

Commissioner Nosworthy reported the French Creek Community School Playground opening will be held September 27, 2007, at 1:00pm. Commissioner Nosworthy thanked the RDN for their financial contribution to the playground.

Commissioner Patterson reported a policy and procedures manual for the new Community Sign is being developed and will go forward to the Corporate Services Committee and City Council. The manual should be completed by mid October. Recreation staff may contact Fred Manson or Lorie Taylor with regard to the sign.

Commissioner Patterson noted how much she enjoyed and appreciated the presentation made by Joan Michel, the Department's Parks and Trail Coordinator at the recent Chamber of Commerce meeting.

Commissioner Flynn reported final school enrollment figures will not be received until the end of the month, however, enrollment is predicted to go down until 2012.

Commissioner Flynn noted Ballenas Secondary School will be involved in the Vegetable Stack Program this year. Qualicum Beach Middle School also applied for the program but was not successful.

Commissioner Flynn reported School District 69 is presently embarking on a visioning process. Mission, vision, and values in the school system have not been examined since 1992.

Commissioner Chase reported the playground equipment has been installed in Dashwood and noted volunteers are now working toward the purchase of additional playground equipment and possibly the installation of a few picnic tables.

COMMISSIONER INFORMATION

10.1 November Commission Meeting date has been changed to Thursday, November 22.

ADJOURNMENT

MOVED Commissioner Patterson, SECONDED Commissioner Biro, that the meeting be adjourned at 2:55pm.

CARRIED

NEXT MEETING

Thursday October 18, 2007
2:00pm, at Oceanside Place, Multipurpose Room.

Frank Van Eynde, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF A MEETING OF THE GRANTS-IN-AID COMMITTEE
HELD ON MONDAY, OCTOBER 1, 2007 AT 2:00 PM
IN THE REGIONAL DISTRICT OFFICES

Present:

M. Young	Chairperson
F. Van Eynde	Citizen Advisory Group
B. Erickson	Citizen Advisory Group
P. Biro	Citizen Advisory Group
L. Burgoyne	Administrative Assistant

SCHOOL DISTRICT 68

Funds available: \$ 1,789.00

MOVED F. Van Eynde SECONDED B. Erickson, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
CatNAP (Cats Needing Aid & Protection)	\$ 2,000	\$ 500
Cedar Community Policing	\$ 2,000	\$ 427
Jonanco Hobby Workshop	\$ 1,200	\$ 400
Nanaimo Search & Rescue	\$ 1,500	<u>\$ 462</u>
		<u>\$ 1,789</u>

CARRIED

The Committee agreed that the following comments be conveyed to the applicants:

CatNAP - grant to be used towards the organization's spaying and neutering program for abandoned cats.

Cedar Community Policing – grant to be used towards the purchase of a computer printer.

Jonanco Hobby Workshop – grant to be used to purchase batting and backing for charity quilts and towards the purchase of security bars for the workshop.

Nanaimo Search & Rescue – grant funding approved for the purchase of topography maps for operation and training activities.

SCHOOL DISTRICT 69

Funds available: \$8,300.00

MOVED F. Van Eynde, SECONDED B. Erickson, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
Arrowsmith Search & Rescue Society	\$ 1,000	\$ 1,000
Errington & District Volunteer Fire Department	\$ 3,717.25	\$ 2,500
Errington Preschool Parents Society	\$ 500	\$ 400
Nanoose Bay Catspan	\$ 2,672	\$ 2,300
Royal Canadian Air Cadets 893 Beaufort Squadron	\$ 3,000	\$ denied
Royal Canadian Legion (Ladies Auxiliary)	\$ 2,093.50	<u>\$ 2,100</u>
		<u>\$ 8,300</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

Arrowsmith Search & Rescue Society – grant funding to be used to upgrade the initial response vehicle with wiring and installation of emergency communications equipment (radio, cell phone), install flood lights, back-up lighting and a spotlight.

Errington & District Volunteer Fire Department – funds to be used towards the purchase of rope rescue equipment.

Errington Preschool Parents Society – funds approved to be used for preschooler field trips and to purchase supplies for an emergency preparedness kit.

Nanoose Bay Catspan – funds approved towards the organization's program for spaying and neutering of feral cats.

Royal Canadian Air Cadets 893 Beaufort Squadron – the grant request was denied. The ownership of the building has yet to be determined. Grants-in-aid criteria provides for funding of capital costs to organization owned facilities only.

Royal Canadian Legion (Ladies Auxiliary) – funds approved to be used towards the cost of repairs for the gas range/stovetop for the Legion's kitchen.

ADJOURNMENT

The meeting adjourned at 3:00 PM.

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 COMMUNITY
JUSTICE AND SAFETY SUPPORT SERVICES SELECT COMMITTEE
HELD AT 1:30 PM ON WEDNESDAY, OCTOBER 3, 2007
OCEANSIDE PLACE, PARKSVILLE**

Present:

Director Lou Biggemann	Chairperson
Director Teunis Westbroek	Town of Qualicum Beach
Director Sandy Herle	City of Parksville
Director Frank Van Eynde	(Alternate) Electoral Area E
Director Joe Stanhope	Electoral Area G
Director Dave Bartram	Electoral Area H

Also in attendance:

Carol Mason	Chief Administrative Officer
Nancy Avery	General Manager Finance & Information Services
Maureen Pearse	Senior Manager Corporate Administration
Linda Burgoyne	Administrative Assistant

CALL TO ORDER

The Chairperson called the meeting to order at 1:40 pm.

MINUTES

MOVED Director Westbroek, SECONDED Director Stanhope, that the minutes from the District 69 Community Justice and Safety Support Services Select Committee held December 11, 2006, be received.

CARRIED

DELEGATION

Staff Sergeant Dennis O’Gorman of the Oceanside RCMP Detachment attended the meeting and described the program funding for Victims Services and Restorative Justice. He explained that Victim’s Services has one full-time position, one part-time position and two volunteer positions and that there is someone on call 24/7. These employees have extensive training through the Justice Institute. During 2007 Victim’s Services have handled 364 cases. Of these, 90 cases were in the RDN.

Staff Sergeant O’Gorman continued by discussing Restorative Justice services. Restorative Justice has worked with a total of 35 offenders who were involved in 18 cases in the area during 2007. The cost savings to the community by using this program instead of the court system this year has saved the community in excess of \$100,000.

The Staff Sergeant was asked if the RCMP can access other funding sources to assist with these programs. He responded that he would follow-up and report back to the Committee.

Following comments and discussion from the Committee members, Staff Sergeant O'Gorman left the meeting.

REPORTS

Request for Funding District 69 COPS

MOVED Director Westbrook, SECONDED Director Herle, that commencing in 2008 the Committee be responsible for reviewing and recommending community safety grant-in-aid awards for all District 69 electoral areas and municipalities, and that the RDN administer the release of all funds.

CARRIED

MOVED Director Westbrook, SECONDED Director Stanhope, that due to the funding shortfall in Restorative Justice that the remaining grants-in-aid funds be allocated to Restorative Justice to assist with their funding shortfall.

MOVED Director Bartram, SECONDED Director Herle, that staff investigate the funding shortfall for Restorative Justice and bring back information to the next Committee meeting.

CARRIED

MOVED Director Bartram, SECONDED Director Van Eynde, that the 2007 application for a community safety grant from the Citizens on Patrol Society, District 69 in the amount of \$1,320 to be applied in Electoral Areas 'E', 'F' and 'H' be approved.

CARRIED

MOVED Director Stanhope, SECONDED Director Bartram, that no requisition for Community Safety grants-in-aid be included in the 2008 budget for the Electoral Areas.

CARRIED

D69 Community Justice and Safety Select Committee – Terms of Reference

MOVED Director Westbrook, SECONDED Director Bartram, that the revised terms of reference for the District 69 Community Justice and Safety Support Services Select Committee be approved as presented.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that staff follow-up and provide this Committee further information concerning:

1. the allocation of the funding distribution for \$55,000 by the RCMP to Restorative Justice and Victims Services;
2. whether these organizations have the capacity to do formal fund raising for these programs.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that staff arrange a meeting with the RCMP requesting that they report to the District 69 Electoral Area Directors concerning policing activities in their areas.

CARRIED

ADJOURNMENT

MOVED Director Bartram, SECONDED Director Westbroek, that the meeting adjourn.

CARRIED

TIME: 2:37 PM.

CHAIRPERSON