

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, MARCH 11, 2008

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5 **David Shaver, Oceanside Hospice Society, re Oceanside Hospice Society Funding.**

MINUTES

- 6-14 Minutes of the regular Committee of the Whole meeting held February 12, 2008.

COMMUNICATIONS/CORRESPONDENCE

Petition re Hamilton Marsh. (verbal – Director Stanhope)

BUSINESS ARISING FROM THE MINUTES

CORPORATE ADMINISTRATION SERVICES

- 15-17 2008 Meeting Schedule.

- 18-20 Legal Services Contract Extension.

FINANCE & INFORMATION SERVICES

FINANCE

- 21-24 Nanaimo Regional Hospital District Annual Budget Bylaw No. 143.

- 25-37 Regional District of Nanaimo 2008 to 2013 Financial Plan Bylaw No. 1542. (verbal presentation)

Are there any questions from the public?

- 38-52 2008 Parcel Tax Rate Bylaws – Water Services Bylaw No. 1544; Sewer Services Bylaw No. 1545; Driftwood Water Supply Service Area Amendment Bylaw No. 1336.05; Barclay Crescent Sewer Service Area Amendment Bylaw No. 1483.02.

- 53-57 Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.03.

DEVELOPMENT SERVICES

BUILDING & BYLAW

- 58-61 Building Inspection Service Bylaw Amendment Bylaw No. 787.08 – Area H.
62-63 Notice of Bylaw Contravention – 2419 Yellow Point Road – Area A.

PLANNING

- 64-81 Regional Growth Strategy Review 2007-2008.

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 82-83 Funding Agreement for Greater Nanaimo Pollution Control Centre – Gravity Thickeners Project & French Creek Pollution Control Centre – Solids Contact Tank Expansion Project.
84-88 Regional Liquid Waste Advisory Committee – Proposed Amended Terms of Reference and Public Consultation Plan.
89-94 Liquid Waste Management Planning Bylaw No. 1543.

UTILITIES

- 95-99 Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.16 – Area H.
100-108 City of Parksville/Regional District of Nanaimo Water Supply Agreement.
109-110 Fairwinds Water Service Area – Release of Reserve Funds.

TRANSPORTATION SERVICES

TRANSIT

- 111-114 Transit Special Event Application.

COMMISSION, ADVISORY & SELECT COMMITTEE

Intergovernmental Advisory Committee.

- 115-116 Minutes of the Intergovernmental Advisory Committee meeting held February 14, 2008. (for information)

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

- 117-119 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held February 18, 2007. (for information)

District 69 Recreation Commission.

120-137

Minutes of the District 69 Recreation Commission meeting held February 21, 2008.
 (for information)

1. *That the Regional District of Nanaimo enter into a five year lease agreement with the City of Parksville for the lands on which the District 69 Arena is located for a term from May 1, 2008 to April 30, 2013.*
2. *That the following District 69 Recreation Community and Youth Recreation Grants be approved:*

Youth Recreation Grants:

<i>Community Group</i>	<i>Recommended</i>
<i>Ballenas Secondary School Dry Grad Committee (Entertainment and rental costs)</i>	<i>1,250</i>
<i>Ballenas Whalers Football (equipment)</i>	<i>2,500</i>
<i>District 69 Family Resource Association (Youth mentorship recreation activities)</i>	<i>1,250</i>
<i>Oceanside Baseball (batting cage lighting)</i>	<i>2,500</i>
<i>Oceanside Community Arts Council (Youth art program costs)</i>	<i>1,000</i>
<i>Oceanside Youth Football Association (goal posts)</i>	<i>2,500</i>

Community Recreation Grants:

<i>Community Group</i>	<i>Recommended</i>
<i>District 69 Family Resource Association (Preschool play area)</i>	<i>2,000</i>
<i>Errington Therapeutic Riding Association (Program expenses and equipment)</i>	<i>1,000</i>
<i>Lighthouse Country Trail Group (Equipment for trail workers)</i>	<i>1,256</i>
<i>Lighthouse Recreation Commission (program costs)</i>	<i>2,260</i>
<i>Nanoose Bay Parent's Advisory Council (Camp at Hornby Island for at risk youth)</i>	<i>1,370</i>
<i>Nanoose Bay Parent's Advisory Council (Accessible playground project)</i>	<i>2,500</i>
<i>Oceanside Eagles Senior Ball Team (uniforms and equipment)</i>	<i>1,800</i>
<i>Oceanside Floor Curlers (vests)</i>	<i>1,000</i>
<i>Vancouver Island Opera (production costs)</i>	<i>1,000</i>

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

Lee, Clair

Subject: FW: REQUEST TO PRESENT AT THE MAR. 11 COMMITTEE AS A WHOLE

From: David Shaver, Executive Director [mailto:executive-director@shaw.ca]

Sent: February 12, 2008 1:45 PM

To: Pearse, Maureen

Cc: Barrett, Doreen

Subject: REQUEST TO PRESENT AT THE MAR. 11 COMMITTEE AS A WHOLE

My name is David Shaver and I am the Executive Director of the Oceanside Hospice Society. We serve clients from Parksville, Nanoose Bay, Deep Bay, Bowser, Qualicum Bay, Errington, Coombs, Hilliers, Whiskey Creek in addition to those residing in Qualicum Beach.

In 2008, it is likely that we will have to raise over 75% of our required funds by ourselves. It is a constant struggle searching for ongoing funding and finding a sustainable funding source. In addition to our programming needs, we has learned that we have significant structural repairs that are likely to cost well over \$100,000.

Given that we serve a large part of the region, I would like to discuss various possible methods of receiving funding and support from the Region as well as the support we receive from the Town of Qualicum Beach.

I look forward to your response.

Respectfully yours,

David R. Shaver
Oceanside Hospice Society
210 Crescent Rd. West
Qualicum Beach, BC
V9K 1J9
752-6227
752-6257 (fax)
executive-director@shaw.ca

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12/02/2008

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, FEBRUARY 12, 2008 AT 7:00 PM
IN THE RDN BOARD CHAMBERS

Present:

Director L. McNabb	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director L. Derkach	Electoral Area G
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 G. Korpan	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
Alternate	
Director L. Sherry	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
N. Avery	Gen. Manager of Finance & Information Services
D. Trudeau	General Manager of Transportation Services
J. Finnie	General Manager of Environmental Services
G. Garbutt	A/General Manager of Development Services
D. Porteous	A/General Manager of Recreation & Parks
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Directors Derkach, Burger and Sherry to the meeting.

DELEGATIONS

Art Skipsey, Qualicum Beach Historical & Museum Society, re Museum Expansion.

Mr. Skipsey provided a visual and verbal presentation on the Qualicum Beach Museum and the Qualicum Beach Historical & Museum Society's plans to expand the museum to provide an area for an extensive paleontology collection owned by Mr. Graham Beard. The Society is seeking a letter of support from the RDN to accompany grant applications to the Provincial and Federal governments.

MOVED Director Brennan, SECONDED Director Young, that the Board provide the Qualicum Beach Historical & Museum Society with a letter of support for their museum expansion.

CARRIED

Michele Deakin, Mid-Island Vancouver Habitat Enhancement Society, re Drinking Water Watershed Protection Action Plan.

Michele Deakin and Faye Smith informed the Board of the Mid Island Vancouver Habitat Enhancement Society's involvement in the District toward the conservation and protection of drinking water and watershed protection. MIVHES requested that the Board approve the Drinking Water Watershed Protection Action Plan and establish a function within the District to deal with drinking water and watershed issues, and to provide the resources needed to implement a plan to provide enough clean water for generations to come.

Sheila Malcolmson, Gabriola Island Local Trustee, re Drinking Water Watershed Protection Action Plan.

Ms. Malcolmson noted Island Trust's involvement in the protection and preservation of drinking water and watersheds, and applauded the Regional District of Nanaimo's initiative in the formation of the Drinking Water Watershed Protection Action Plan.

LATE DELEGATIONS

MOVED Director Holme, SECONDED Director Bartram, that a late delegation be permitted to address the Committee.

CARRIED

Chuck Addison, re Rezoning/OCP Amendment Application No. A00604 – 2610 Myles Lake Road – Area C.

Mr. Addison provided information regarding Amendment Application No. A00604 and requested that the Board approve the rezoning of his property to "residential" from the existing "resource lands" which was put in place when properties in the area were under the FLR.

MINUTES

MOVED Director Mauhas, SECONDED Director Brennan, that the minutes of the Committee of the Whole meeting held January 8, 2008 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

George Abbott, Minister of Health, re Meat Inspection Regulation.

MOVED Director Holme, SECONDED Director Bestwick, that the correspondence from the Minister of Health regarding the Regional District's concerns with the impact of the Meat Inspection Regulation on small businesses in the Regional District and on Vancouver Island be received.

CARRIED

Association of Film Commissioners International, re Funding Request for Vancouver Island North Film Commission.

MOVED Director Holme, SECONDED Director Bestwick, that the letter of support from the Association of Film Commissioners International with respect to the Vancouver Island North Film Commission's request for funding be received.

CARRIED

B. Sepos, Oceanside Tourism Association (OTA), re OTA 4th Quarter Progress Report, 2008 Marketing Plan and 2008 Publications.

MOVED Director Holme, SECONDED Director Bestwick, that the correspondence from the Oceanside Tourism Association to provide their progress report and marketing plan, be received.

CARRIED

South Wellington & Area Community Association, re Nanaimo Airport Expansion Plans.

MOVED Director Holme, SECONDED Director Bestwick, that the correspondence from the South Wellington and Area Community Association regarding proposed Nanaimo Airport expansion plans, be received.

CARRIED

Ken & Henrietta Vanderkooi, re Development Variance Permit Application No. 90704 – Five Cedar Poultry Farm.

MOVED Director Holme, SECONDED Director Bestwick, that the correspondence from Ken and Henrietta Vanderkooi with respect to Development Variance Permit Application No. 90704 be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

Policy – Bylaws Not Requiring Inspector Approval.

MOVED Director Bartram, SECONDED Director Manhas, that the “Bylaws Not Requiring Inspector Approval Policy” be approved.

CARRIED

Administration & Transit Building Projects.

MOVED Director Bartram, SECONDED Director Brennan, that the Regional District of Nanaimo retain NSDA Architects, including their listed sub-consultants, to complete the Final Design, prepare the Tender Documents and oversee the Construction Phase of the Project for a proposed fee of \$176,000 for the administration building and \$132,000 for the transit facility.

CARRIED

MOVED Director Bartram, SECONDED Director Brennan, that the Board direct staff to hire sustainability and commissioning consultants for LEED certification for the administration and transit building expansion project for \$95,000.

CARRIED

FINANCE & INFORMATION SERVICES

FINANCE

Amendments to Purchasing Policy.

MOVED Director Westbrook, SECONDED Director Holdom, that the purchasing authority limits in Policy A2.9 be established as follows:

	Revised Limit
Supervisors	\$ 5,000
Superintendent	\$ 10,000
Manager	\$ 20,000
General Manager	\$ 50,000
Chief Administrative Officer	\$ 150,000

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that a new section 8.2 under Emergencies/Legal Actions be added as follows:

- 8.2 Legal actions and claims against the Regional District may be settled with the approval of:
- (a) for amounts up to \$5,000 – the General Manager, Finance & Information Services.
 - (b) for amounts up to \$25,000 – the Chief Administrative Officer.

CARRIED

Local Calling Between the Nanaimo and Cowichan Valley Regional Districts.

MOVED Director Bestwick, SECONDED Director Biggemann, that the Regional District of Nanaimo support an application to the CRTC to introduce local calling between the Nanaimo and Cowichan Valley Regional Districts at a single unified rate.

CARRIED

MOVED Director Bestwick, SECONDED Director Biggemann, that the 2008 budget be amended to include a share of referendum costs, which are approved to be recovered on the basis of converted taxable values within both Regional Districts.

CARRIED

DEVELOPMENT SERVICES

BUILDING INSPECTION

Building Inspection Service Bylaw Amendment Bylaw No. 787.07.

MOVED Director Bartram, SECONDED Director Manhas, that “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.07, 2008” be given three readings.

CARRIED

Zoning & Building Bylaw Contravention – 2663 Barnes Road – Area A.

Mr. Vanderkooi provided additional information regarding the zoning and building bylaw contravention and raised his concerns with the denial of a development permit application for the property located at 2663 Barnes Road.

MOVED Director Bartram, SECONDED Director Westbrook, that this item be referred back to staff for further information and consideration.

CARRIED

BYLAW ENFORCEMENT

Agreement for Use of Nanaimo Animal Shelter Facilities.

MOVED Director Bestwick, SECONDED Director Manhas, that the agreement between the City of Nanaimo and the Regional District of Nanaimo for use of the animal shelter at 1260 Nanaimo Lakes Road for the administration of animal control services be approved.

CARRIED

Unightly Premises – 1989 Main Road – Area ‘A’.

Mr. Nemecek provided additional information to the Committee and requested a time extension to allow him to remove the wood materials and stack them as firewood when the ground is dry.

MOVED Director Burnett, SECONDED Director Young, that should this matter not be rectified by May 30, 2008, pursuant to “Unightly Premises Regulatory Bylaw No. 1073, 1996”, the Board directs the owner of the above-noted property to remove from the premises those items as set out in the attached Resolution within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the owner’s cost.

CARRIED

PLANNING

Regional Growth Strategy Review Background Report.

MOVED Director Holdom, SECONDED Director Bartram, that the Regional District of Nanaimo receive the *State of Sustainability* implications report as outlined in Attachment 1, Shaping our Future: Implications of the State of Sustainability Report for the Regional Growth Strategy.

CARRIED

Sustainable Future Awards Program.

MOVED Director Holdom, SECONDED Director Manhas, that the Board approve the development and implementation of the Regional District of Nanaimo Sustainable Future Awards Program, and the establishment of a Sustainable Future Awards Advisory Committee with the attached Terms of Reference.

CARRIED

Cable Bay Development Proposal.

MOVED Director Bestwick, SECONDED Director Manhas, that the Regional District Board receive this report for information and provide this report as the RDN’s comments on the City of Nanaimo’s referral on the Municipal Boundary Extension, Cable Bay Lands.

MOVED Director Burnett, SECONDED Director Westbroek, that the motion be amended as follows:

That the Regional District Board receive the staff report for information and advise the City of Nanaimo that the Regional District Board does not support the Municipal Boundary extension and that the inclusion of the 39 hectares of Rural Resource Land into the City of Nanaimo for Urban Development is not consistent with the vision and goals of the Regional District of Nanaimo Regional Growth Strategy.

DEFEATED

The question was called on the main motion.

The motion CARRIED.

ENVIRONMENTAL SERVICES

LIQUID WASTE

2008 Water & Sewer Infrastructure Planning (Study) Grant Applications.

MOVED Director Bartram, SECONDED Director Westbroek, that the Board support applications to the Ministry of Community Services for Infrastructure Planning (Study) Grant applications for the following 2008 Environmental Services program initiatives:

Liquid Waste Department

1. Asset Management/Maintenance Planning
2. Innovative Technology Review for French Creek Pollution Control Centre
3. Innovative Technology Review for Greater Nanaimo Pollution Control Centre
4. Wet Weather Upgrade Strategy for French Creek
5. Nanoose Pollution Control Centre Long Term Capital Planning
6. Septic Education Program
7. Health and Safety Audit for Pollution Control Centres

Utilities Department

1. Well Re-Development Program Study
2. French Creek Water Service Area Iron & Manganese Removal Study
3. Comprehensive Capital Plan Development Strategy for the Nanoose Bay Peninsula Water Service Area

CARRIED

Package Sewage Treatment Systems Review.

MOVED Director Bartram, SECONDED Director Holdom, that the Board accept this report for information and direct staff, as part of the Liquid Waste Management Plan review, to develop for the Board's consideration a policy regarding the acquisition of new Package Sewage Treatment Systems within the RDN's Urban Containment Boundary.

CARRIED

UTILITIES

Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.03.

MOVED Director Holme, SECONDED Director Manhas, that "Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.03, 2008" be introduced and read three times.

CARRIED

Team WaterSmart Corporate Sponsorship – Fairwinds Community & Resort.

MOVED Director Holme, SECONDED Director Bestwick, that the Board approve the request by Fairwinds Community and Resort to sponsor Team WaterSmart in the amount of \$9,000 in cash and in-kind funding for a period of 5 years beginning in 2008 and ending in 2012 and that staff provide a status report after the first year.

CARRIED

MOVED Director Holme, SECONDED Director Manhas, that a letter be sent to the Fairwinds Community and Resort, thanking them for their generous sponsorship in the Team WaterSmart educational outreach program.

CARRIED

Proposed Drinking Water Watershed Protection Action Plan.

MOVED Director Bartram, SECONDED Director Sperling,:

1. That the Board receive the Drinking Water/Watershed Protection Action Plan.
2. That the Board direct staff to proceed with the necessary preparations for a communications strategy and an electoral area wide referendum to be held in conjunction with the Local Government Elections in November of 2008 and that funding in the amount of \$65,000 be included in the 2008 Electoral Area Feasibility Budgets for this purpose; and
3. That the Electoral Area Directors meet with staff to consider the wording of the referendum question and resulting participation when the referendum results are computed.

CARRIED

RECREATION AND PARKS SERVICES

2008 Brant Wildlife Festival.

MOVED Director Bartram, SECONDED Director Holme, that the Natures Trust of BC request for funding be referred to the Regional Parks and Trails Advisory Committee for their consideration of entering into a funding agreement for the Brant Wildlife Festival for a three year term commencing in 2009, to be funded through the Regional Parks function.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Intergovernmental Advisory Committee.

MOVED Director Korpan, SECONDED Director Young, that the minutes of the Intergovernmental Advisory Committee meeting held December 13, 2007 be received for information.

CARRIED

Transit Select Committee.

MOVED Director Korpan, SECONDED Director Young, that the minutes of the Transit Select Committee meeting held January 17, 2008 be received for information.

CARRIED

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

MOVED Director Korpan, SECONDED Director Brennan, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held December 3, 2007 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the following resolution from the Electoral Area 'E' Parks and Open Space Advisory Committee meeting be received for information:

- a. That the 2008 Electoral Area 'E' Parks Function Provisional Budget be supported as presented.

CARRIED

Electoral Area 'A' Recreation and Culture Commission.

MOVED Director Korpan, SECONDED Director Burnett, that the minutes of the Electoral Area 'A' Recreation and Culture Commission meeting held January 9, 2008 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Biggemann, that staff further research with School District 68 senior officials the School Board's interest in a potential agreement with the Regional District to supply recreation and cultural services in Electoral Area 'A' through the Community Schools program.

CARRIED

MOVED Director Burnett, SECONDED Director Biggemann, that staff explore the option of the Regional District retaining a coordinator to provide recreation and cultural services in Electoral Area 'A'.

CARRIED

MOVED Director Burnett, SECONDED Director Biggemann, that staff prepare an Electoral Area 'A' Recreation and Culture Grant In Aid Program for review at the next Area 'A' Recreation and Culture Commission meeting.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Sperling, that the minutes of the District 69 Recreation Commission meeting held January 17, 2008 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Brennan, that an Agreement in Principal be approved with the Under 17 Hockey Challenge Society to host the allocated tournament games at Oceanside Place, and direct staff to work with the Society to work out the details of a formal partnership contract.

CARRIED

MOVED Director Bartram, SECONDED Director Brennan, that funding be allocated for the U17 Hockey Challenge event from the Oceanside Place Function Budget and that the requisition be adjusted accordingly.

CARRIED

MOVED Director Bartram, SECONDED Director Brennan, that staff prepare a report on the safety issues and the use of fifteen passenger vans by the RDN Recreation and Parks Department.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Nanaimo Airport Expansion Plans.

MOVED Director Burnett, SECONDED Director Young, that staff reply to the South Wellington & Area Community Association, advising them of the Regional District of Nanaimo's role and authority in regard to the Nanaimo Airport Commission and advise the South Wellington & Area Community Association who they should be directing their concerns to.

CARRIED

ADJOURNMENT

MOVED Director Korpan, SECONDED Director Holdom, that this meeting terminate.

CARRIED

TIME: 8:58 PM

CHAIRPERSON



RDN REPORT	
CAQ APPROVAL	
EAP	
COW	✓ March 17th
FEB 29 2008	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 13, 2008

FROM: Maureen Pearse
Senior Manager, Corporate Administration

FILE:

SUBJECT: Meeting Schedule for the Remainder of 2008

PURPOSE

To advise Board members on the meeting schedule for the remainder of the year.

BACKGROUND

The attached list indicates the regular meetings scheduled for the remainder of the year.

Please note that in August, there are no EAP/Committee of the Whole meetings scheduled. (On the Board's request, since August of 2006, the Committee meetings in August have been cancelled to allow for a bit of a break during the summer.) The Board meeting is the only regular meeting (August 26) scheduled for that month.

In addition, the regular Board meeting for September 23 is cancelled due to the UBCM Convention. The meeting has been rescheduled for September 30, 2008.

Further, the regular EAP/COW meeting for November 11 is cancelled due to the holiday. The meeting has been rescheduled for November 4, 2008.

ALTERNATIVES

1. That the 2008 meeting schedule be received for information and, as has been the practice since 2006, the August Committee meetings be cancelled.
2. That the meeting schedule be amended to provide for Committee meetings in August.

FINANCIAL IMPLICATIONS


There are no financial implications.

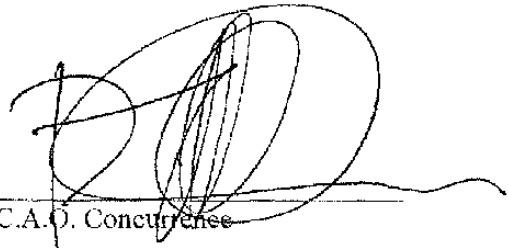
CONCLUSIONS

To assist the Board, a list of regular meeting dates has been prepared for information.

RECOMMENDATION

That the 2008 meeting schedule be received for information and, as has been the practice since 2006, the August Committee meetings be cancelled.


Report Writer


A/ C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

Board & Committee Meeting Dates – remainder of 2008

Electoral Area Planning Committee (EAP) - 6:00 pm, 2nd Tuesday of the month.
Committee of the Whole (COW) – 7:00 pm, 2nd Tuesday of the month.
Board Meeting – 7:00 pm, 4th Tuesday of the month.

March 11	EAP/Committee of the Whole
March 25	Board Meeting
April 8	EAP/Committee of the Whole
April 22	Board Meeting
April 29	Ideas & Updates
May 13	EAP/Committee of the Whole
May 27	Board Meeting
June 10	EAP/Committee of the Whole
June 24	Board Meeting
July 8	EAP/Committee of the Whole
July 22	Board Meeting
July 29	Ideas & Updates (Tentative)
August 26	Board Meeting
September 9	EAP/Committee of the Whole
September 30	Board Meeting
October 14	EAP/Committee of the Whole
October 28	Board Meeting
November 4	EAP/Committee of the Whole
November 25	Board Meeting
December 9	Inaugural Board Meeting



RDN REPORT	
CAO APPROVAL	
EAP	
CCW	✓ MARCH 11TH
FEB 29 2008	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 28, 2008

FROM: Maureen Pearse
Senior Manager, Corporate Administration

FILE:

SUBJECT: Legal Services Contract Extension

PURPOSE:

To consider extending the current legal services contracts with Staples McDannold Stewart and Harris & Co. for an additional two years.

BACKGROUND:

In May 2005 the Board approved entering into three year agreements with Staples McDannold Stewart to provide municipal law advice and Harris & Co. to provide labour law advice. Board Policy A1.22 requires the Regional District to proceed to Request for Proposal (RFP) every three years. The Policy also gives the Board the option of renewing contracts with existing service providers for an additional two years without going to RFP if the Board is satisfied with the contract providers' performance. The current three year agreements with these firms ended in February 2008.

Both law firms have provided excellent service to the Regional District over the last three years and have a good understanding of the issues which are unique to our Regional District. Given the specialized nature of these professional services, there is an advantage to continuing with the current agreements for an additional two years.

ALTERNATIVES:

1. Extend the legal services contracts with Staples McDannold Stewart and Harris & Co. for an additional two years ending in February 2010.
2. Do not renew the legal services contracts and proceed to RFP for these services.

FINANCIAL IMPLICATIONS:

Staples McDannold Stewart have agreed to extend their contract for an additional two years, but are requesting a modest increase to their rate to be consistent with their rate charged to the City of Nanaimo. This rate is below their standard billing rate. Harris & Co. has also agreed to extend their contract for an additional two years but would continue at their current hourly rate.

The majority of legal services costs are within the municipal law section. If the Board agrees to the modest increase the estimated impact would be about 5%. As part of this contract, Staples McDannold Stewart attends the Regional District offices to meet with staff once every 2 weeks (no charge for travel time), attends up to 4 Board meetings (or Public Hearings) per year without charge for travel time, and


presents 2 half day seminars per year at the Regional District's request with only travel expenses incurred. Harris & Co. also presents one seminar per year at the Regional District's request without charge to the District. A summary of annual legal expenses is attached for the Board's information.

CONCLUSIONS:

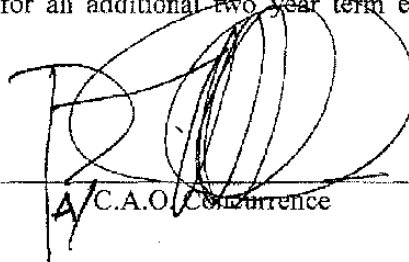
The current agreements with Staples McDannold Stewart and Harris & Co. will be ending in February 2008. Under Policy A1.22 the Board has the option of renewing these agreements for an additional two years before proceeding to RFP. Staff have been satisfied with the performance of these two law firms and recommend extending these agreements for an additional two years.

RECOMMENDATION:

That the Board extend its legal services agreements with Staples McDannold Stewart in the area of municipal law and Harris & Co. in the area of labour law for an additional two year term expiring February 2010.



Report Writer



A/C.A.O. Conurrence

COMMENTS:

LEGAL SERVICES COSTS: 2003 - 2007

Department	2003	2004	2005	2006	2007
Corporate Services	\$12,973	\$12,996	\$10,676	\$15,595	\$18,981
Development Services	\$72,476	\$76,174	\$88,251	\$86,236	\$65,687
Transportation Serv.	0	\$1,130	\$1,010	0	0
Environmental Services	\$33,991	\$58,299	\$87,923	\$41,082	\$43,427
Recreation & Parks	\$10,872	\$19,164	\$26,950	\$16,509	\$12,391
Totals	\$130,312	\$167,763	\$214,810	\$159,422	\$140,486



RDN REPORT	
CAO APPROVAL <i>QW</i>	
EAP	
COW	<input checked="" type="checkbox"/> <i>March 11th</i>
FEB 28 2008	
RHD	
BOARD	

**MEMORANDUM
NANAIMO REGIONAL
HOSPITAL DISTRICT**

TO: C. Mason
Chief Administrative Officer

DATE: February 23, 2008

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

FILE:

SUBJECT: Regional Hospital District 2008 Annual Budget Bylaw No. 143

PURPOSE:

To introduce for approval the 2008 Annual Budget and for adoption, "Nanaimo Regional Hospital District Annual Budget Bylaw No. 143, 2008".

BACKGROUND:

The Regional Hospital District provides funding for capital equipment and projects owned and operated by the Vancouver Island Health Authority (VIHA). At its regular Board meeting held October 2, 2007, the Board approved cost sharing in three future major capital projects – a redevelopment of the emergency department, construction of a kidney care center below the new obstetrics wing and replacement and upgrade of the boiler equipment. These three projects have a combined budget of \$42.5 million and the Hospital District's share will be \$17 million dollars. The annual cost once these projects are complete, will be approximately \$1.5 million dollars. The forecast for 2008 and beyond includes the impact of new debt charge for these projects.

Also included in the 2008 budget is a cash allowance of \$2.4 million dollars and a provision to borrow up to \$400,000 to provide a total of \$2.8 million dollars for equipment replacements and minor renovations. These allowances are the same as provided in 2007.

The annual budget is unchanged from that presented in October. As required a bylaw to adopt the annual budget is attached to this report.

ALTERNATIVES:

1. Approve the 2008 annual budget and adopt "Nanaimo Regional Hospital District Annual Budget Bylaw No. 143, 2008".
2. Consider and approve amendments to the 2008 budget and adopt an amended annual budget bylaw.

FINANCIAL IMPLICATIONS:

Alternative 1

There are no changes to the property tax revenues or equipment allowances. The 2008 budget will raise property taxes of \$5,848,410, an 8.5% increase over 2007. As outlined in the fall this increase begins the rise which will be necessary to service the annual debt for the three major capital projects planned for the Nanaimo Regional General Hospital.

Alternative 2

Staff have no further recommendations for amendments.

SUMMARY/CONCLUSIONS:


The annual budget is unchanged in overall terms from that presented in November 2007. The budget will raise approximately \$5.85 million in property taxes for debt servicing and capital equipment/project allowances for 2008.

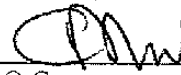
RECOMMENDATIONS:

1. That a 2007 Regional Hospital District annual budget which raises \$5,848,410 in property taxes be approved including 2008 capital project and equipment allowances in the following amounts:

Capital grants (from current property taxes)	\$ 2,400,000
Capital grants (borrow up to)	\$ 400,000

2. That "Nanaimo Regional Hospital District Annual Budget Bylaw No. 143, 2008" be introduced and read three times.
3. That "Nanaimo Regional Hospital District Annual Budget Bylaw No. 143, 2008" having received three readings be adopted.


Report Writer


CAO Concurrence

COMMENTS:

NANAIMO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 143

**A BYLAW TO ADOPT THE ANNUAL
BUDGET FOR THE YEAR 2008**

WHEREAS the Board of the Nanaimo Regional Hospital District has considered an annual budget for the fiscal year ending December 31, 2008;

AND WHEREAS the Board is in agreement with the budget which has been considered;

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

1. This bylaw may be cited as the "Nanaimo Regional Hospital District Annual Budget Bylaw No. 143, 2008".
2. Schedule 'A' attached hereto and forming part of this bylaw is the Annual Budget for the Nanaimo Regional Hospital District for the year ending December 31, 2008.

Introduced and read three times this 25th day of March, 2008.

Adopted this 25th day of March, 2008.

CHAIRPERSON

SR.MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. Corporate Administration

Property taxes	\$ 5,848,410
Grants in lieu	27,000
Interest	<u>100,000</u>
	<u>\$ 5,975,410</u>
Administration	\$ 10,000
Debt servicing	3,558,610
Capital grants	<u>2,400,000</u>
	<u>\$ 5,968,610</u>
Current surplus (deficit)	6,800
Prior year surplus applied	<u>1,332,100</u>
Net surplus for future years	<u>\$ 1,338,900</u>



RUM REPORT	
CAO APPROVAL	
EAP	
COW	✓ March 11th
MAR 04 2008	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: March 1, 2008

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

FILE:

SUBJECT: Bylaw 1542 – a Bylaw to Adopt the 2008 to 2013 Financial Plan

PURPOSE:

To present the final 2008 annual budget results and introduce for three readings and adoption “2008 to 2013 Financial Plan Bylaw No. 1542, 2008”.

BACKGROUND:

The Board reviewed the preliminary 2008 annual budget in November 2007. At that time the total property tax revenue forecast was \$28,762,550 an overall change of 7% from 2007. Subsequent to that review the following adjustments have been recommended and incorporated into the 2008 budget:

Drinking Water Protection	\$ 65,000	referendum to establish a new service
Regional Parks	\$ 48,000	to address storm related trail damage
Community Park (Electoral Area C)	\$ 5,000	to provide funds for a mine disaster memorial
Emergency Planning	\$ 38,010	adjust funding for emergency generator on Gabriola Island as a result of receiving a grant announcement earlier than expected
District 68 and 69 Sportsfield & Facilities service agreements	\$ 46,735	reflects updated reconciliation of municipal operating costs
Grants in Aid (District 69)	\$ 22,989	Wheels for Wellness vehicle funding
Fire Services	\$ 30,680	Facility seismic reviews
Other miscellaneous	\$ 2,898	
Total Changes	\$ 259,312	
Revised tax revenues	\$29,021,862	

One item which is still under consideration is an initiative to establish a toll free telephone calling area between the Regional District of Nanaimo and the Cowichan Valley Regional District. We expect to have final information prior to the adoption of the financial plan. If the Board approves going forward on this initiative the 2008 budget would be adjusted to include additional property taxes in the amount of \$140,000 to cover our share of a referendum carried out by an independent third party. This would be a one time cost in 2008.

The financial plan forecast for the years 2009 to 2013 indicate that tax revenues will rise to approximately \$39 million overall by 2013. For the most part increases follow a pattern of between 3% to 7% annually over the next five years. Population forecasts suggest growth at rates slightly below this level however housing demand is predicted to increase as smaller families seek to establish independent living arrangements. The following services represent approximately half of the overall projected change in tax revenues. The increases noted below are primarily driven by the need to maintain, improve or replace existing infrastructure.

	2009	2013	Comments
Community Planning	\$1.1 M	\$1.5 M	A service driven budget reflecting emphasis on official community plans and development approvals
Northern Community Wastewater	\$3.8 M	\$4.5 M	Next major expansion planned for 2012 to 2013 – partly funded by Development Cost Charges
Southern Community Wastewater	\$4.6 M	\$5.7 M	Expansion and secondary treatment upgrade planned for 2012-2014 – partly funded by Development Cost Charges
Nanoose Peninsula Water	\$.6 M	\$.7 M	Well redevelopment and new source development
French Creek Bulk Water	\$.3 M	\$.5 M	Anticipates construction of connection to Arrowsmith Dam beyond 2013
Nanoose Bay Bulk Water	\$.6 M	\$.7 M	Anticipates construction of connection to Arrowsmith Dam beyond 2013
Ravensong Aquatic Center	\$1.4 M	\$1.6 M	On going capital maintenance
Oceanside Place Multiplex Arena	\$1.3 M	\$1.5 M	On going capital maintenance
Regional Parks – Operations	\$.7 M	\$.8 M	Continuous development of parks and trails
Transit Services	\$5.3 M	\$7.2 M	Additional service improvements and construction of new facilities

Attached to this report are summaries illustrating the tax revenue projections for each service provided by the Regional District.

A budget edition of our Regional Perspectives was distributed on February 25th describing in some detail the Board's strategic plan for the next three years and illustrating the taxes being raised for 2008, the first year of the new financial plan.

ALTERNATIVES:

1. Approve the 2008 to 2013 financial plan and adopt Bylaw No. 1542 as presented.
2. Make further budget amendments and adopt Bylaw No. 1542 as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

The 2008 final budget has been reviewed in detail and staff have no further recommendations. The financial plan forecast represents estimates based on information available at this time – the forecast is subject to change as capital projects receive more detailed design review.

Alternative 2

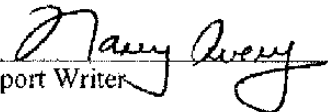
Any further amendments must be approved and adopted no later than March 25th to meet our statutory deadline.

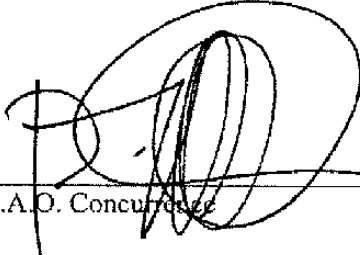
SUMMARY/CONCLUSIONS:

The 2008 budget and 2008 to 2013 financial plan have been reviewed and amended where recommended. Staff have no further amendments to bring forward and recommend approving the 2008 annual budget and 2008 to 2013 financial plan as presented.

RECOMMENDATIONS:

1. That "2008 to 2013 Financial Plan Bylaw No. 1542, 2008" be introduced and read three times.
2. That "2008 to 2013 Financial Plan Bylaw No. 1542, 2008" having received three readings be adopted.


 Report Writer


 C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1542

**A BYLAW TO ADOPT THE 2008
TO 2013 FINANCIAL PLAN**

WHEREAS the Regional District of Nanaimo shall, pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

1. **TITLE**

This bylaw may be cited as the "2008 to 2013 Financial Plan Bylaw No. 1542, 2008".

2. **DEFINITION**

"Emergency" means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

3. Schedules 'A', 'B', 'C' and 'C' attached to this bylaw are hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2008 to December 31, 2013.

4. The Financial Plan may be amended in the following manner:

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo's purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

Introduced and read three times this 25th day of March, 2008.

Adopted this 25th day of March, 2008.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION



Chairperson

**REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN SUMMARY
2008 TO 2013**

Sr. Mgr., Corp Administration

	2008 Budget	2009	2010	2011	2012	2013
Revenues						
Property taxes	(25,871,612)	(27,693,170)	(29,502,496)	(31,161,512)	(32,554,972)	(33,957,413)
Parcel taxes	(2,915,095)	(3,769,749)	(3,983,441)	(4,074,226)	(4,249,212)	(4,413,301)
Municipal agreements	(235,155)	(239,858)	(244,655)	(249,548)	(254,539)	(259,630)
	<u>(29,021,862)</u>	<u>(31,702,777)</u>	<u>(33,730,592)</u>	<u>(35,485,286)</u>	<u>(37,058,723)</u>	<u>(38,630,344)</u>
Operating revenues	(1,973,770)	(1,753,630)	(1,764,737)	(1,780,828)	(1,800,296)	(1,820,148)
Interest income	(460,000)	(460,000)	(460,000)	(460,000)	(460,000)	(460,000)
Transit fares	(3,482,150)	(3,911,803)	(4,373,585)	(4,457,906)	(4,543,876)	(4,761,403)
Landfill tipping fees	(9,525,000)	(9,610,750)	(10,105,073)	(10,105,073)	(10,105,073)	(10,105,073)
Recreation fees	(471,510)	(480,940)	(490,558)	(500,369)	(510,376)	(520,583)
Recreation facility rentals	(550,140)	(561,142)	(572,385)	(583,813)	(595,490)	(607,399)
Recreation vending sales	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Recreation concession	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)
Recreation - other	(307,355)	(313,474)	(319,706)	(326,062)	(332,545)	(339,158)
Utility user fees	(3,433,230)	(3,575,813)	(3,689,138)	(3,806,189)	(3,924,768)	(3,951,387)
Operating grants	(12,576,990)	(5,442,812)	(6,563,862)	(4,733,363)	(4,817,713)	(4,903,750)
Planning grants	(120,000)	0	0	0	0	0
Grants in lieu of taxes	(89,230)	(89,230)	(89,230)	(89,230)	(89,230)	(89,230)
Interdepartmental recoveries	(3,298,340)	(3,360,050)	(3,422,930)	(3,337,002)	(3,399,948)	(3,463,479)
Transfer from reserves	(5,150,520)	(364,700)	0	(60,000)	(60,000)	0
Miscellaneous	(5,497,720)	(6,970,360)	(7,304,096)	(5,410,607)	(5,105,947)	(4,720,007)
Prior year (surplus/deficit)	(11,679,778)	(8,042,461)	(4,872,609)	(4,278,215)	(4,676,103)	(5,148,744)
Total Revenues	<u>(87,853,145)</u>	<u>(74,855,472)</u>	<u>(77,773,991)</u>	<u>(75,429,445)</u>	<u>(77,495,588)</u>	<u>(79,536,265)</u>
Expenditures						
Administration	2,897,185	2,870,072	2,878,038	2,882,564	2,897,119	2,891,702
Community grants	52,954	29,455	29,455	29,455	29,455	29,455
Legislative	361,000	286,000	286,000	346,000	286,000	287,246
Professional fees	1,943,792	1,355,016	1,309,018	1,293,316	1,395,816	1,303,816
Building Ops	2,179,198	2,102,481	2,112,632	2,139,045	2,155,928	2,192,647
Veh & Equip ops	5,118,553	5,210,312	5,249,736	5,381,912	5,436,594	5,527,287
Operating Costs	11,640,056	13,056,188	15,333,531	13,581,240	13,724,269	14,345,388
Program Costs	313,340	771,529	769,119	766,605	763,984	761,251
Wages & Benefits	20,253,564	21,152,863	21,823,940	22,467,515	23,141,488	23,990,238
Transfer to other gov/org	4,576,271	4,768,065	4,937,732	5,133,887	5,328,038	5,430,635
Debt financing	8,590,495	8,405,119	8,577,377	7,676,737	7,290,437	7,205,119
Contributions to reserve funds	3,448,372	4,191,608	5,276,193	7,880,542	8,637,885	7,220,581
Capital	20,442,907	5,420,327	4,290,634	1,130,769	964,339	1,506,824
SubTotal	<u>81,817,884</u>	<u>69,639,035</u>	<u>72,873,403</u>	<u>70,709,587</u>	<u>72,051,352</u>	<u>72,664,149</u>
New debt	-	273,525	569,668	45,755	304,492	1,321,083
Total expenditures	<u>81,817,884</u>	<u>69,912,560</u>	<u>73,443,071</u>	<u>70,755,342</u>	<u>72,355,844</u>	<u>74,015,232</u>
(Surplus)/deficit	<u>(6,035,461)</u>	<u>(4,870,809)</u>	<u>(4,276,215)</u>	<u>(4,874,103)</u>	<u>(5,135,744)</u>	<u>(5,520,973)</u>
Source and Application of Funds						
Capital Fund						
Source of Funds						
Transfers from Operating	(20,442,907)	(5,420,327)	(4,290,634)	(1,130,769)	(964,339)	(1,506,824)
Transfers from Reserve Funds	(3,873,384)	(9,125,941)	(4,389,180)	(1,933,488)	(20,577,000)	(20,019,985)
Borrowed Funds	(3,478,650)	(5,575,985)	(482,000)	(3,388,248)	(13,736,992)	(57,271,494)
Bylaw funds on hand	0	(219,690)	0	0	(929,300)	0
Other sources	(4,017,150)	(2,125,000)	(1,982,230)	(2,022,600)	(203,000)	(1,800)
Total Sources of Funds	<u>(32,212,091)</u>	<u>(22,666,943)</u>	<u>(11,144,044)</u>	<u>(8,475,105)</u>	<u>(36,410,331)</u>	<u>(78,802,103)</u>
Funds Applied						
Operating capital	28,733,441	16,894,958	10,662,044	5,086,857	21,744,339	21,530,609
Unexpended capital funds	0	196,030	0	0	929,000	0
Loan authorizations	3,478,650	5,575,985	482,000	3,388,248	13,736,992	57,271,494
Total Funds Applied	<u>32,212,091</u>	<u>22,666,943</u>	<u>11,144,044</u>	<u>8,475,105</u>	<u>36,410,331</u>	<u>78,802,103</u>
Reserve Funds						
Transfers from Operating Fund	(3,448,372)	(4,191,608)	(5,276,193)	(7,880,542)	(8,637,885)	(7,220,581)
Other Sources (DCC's etc)	(4,605,450)	(7,205,000)	(13,530,000)	52,600	(16,927,000)	(47,000,000)
Transfers to Capital Fund	2,109,260	790,310	733,000	422,490	3,000	0
Transfers to Operating Fund	534,020	364,700	0	0	(60,000)	0
Reserve Fund Transactions	<u>(4,215,302)</u>	<u>(3,443,598)</u>	<u>(16,915,208)</u>	<u>(6,154,962)</u>	<u>(4,645,885)</u>	<u>(34,157,938)</u>

2008 Budget
Summary of Tax Revenues

Sch. B. to 2008 to 2013 Financial Plan
Bylaw No. 1542, 2008



Chairperson

Gr.Mgr.,Corp Administration

	<u>2008</u>
	<u>Annual</u>
CORPORATE SERVICES	
Corporate Administration	634,155
Electoral Areas	167,765
General Grants In Aid	69,084
D68 Restorative Justice	5,000
D69 Community Justice	55,010
	<u>931,014</u>
DEVELOPMENT SERVICES	
Planning Services	1,057,445
Regional Growth Strategy	351,235
Emergency Planning	176,400
House Numbering	21,500
Building Inspection	83,315
Bylaw Enforcement	
Animal Control - Area A ,B,C,D	50,785
Animal Control Area E,G,H	70,415
Animal Control Area F	12,665
Hazardous Properties	3,820
Unsightly Premises	6,940
Noise Control	25,430
	<u>1,859,950</u>
ENVIRONMENTAL SERVICES	
Southern Wastewater Treatment	4,376,470
Northern Wastewater Treatment	3,674,095
Solid Waste Facilities	402,305
Drinking Water Protection (Referendum)	65,000
	<u>8,517,870</u>
RECREATION & PARKS	
Ravensong Aquatic Center	1,309,255
Oceanside Place	1,264,125
Recreation Coordinating - Recreation	796,830
- Sportsfields Agreement	235,155
Gabriola Island Recreation Commission	71,890
Area A Recreation	76,500
Port Theater	65,160
Regional Parks- operating	607,140
Regional Parks - capital	655,772
Community Parks	566,615
	<u>5,648,442</u>
TRANSPORTATION SERVICES	
Southern Community Transit	4,019,120
D69 Transit	542,210
Descanso Bay Emergency Wharf	5,150
	<u>4,566,480</u>
GENERAL SERVICES PROPERTY TAX REVENUES	
	<u>21,523,756</u>
LOCAL SERVICE AREA TAXES	
Duke Point Sewage Treatment	109,955
Fire Service Areas	2,074,670
Streetlighting Service Areas	60,640
Stormwater Management	4,500
Utility Services	2,499,165
	<u>4,748,930</u>
TAXATION FOR REGIONAL DISTRICT SERVICES	
	<u>26,272,686</u>
TAXATION FOR OTHER JURISDICTIONS	
SD 68 Emergency 911	77,875
SD69 Emergency 911	483,345
Southern Community Recreation	814,780
Vancouver Island Regional Library	1,373,176
	<u>2,749,176</u>
TOTAL PROPERTY TAX REVENUES	<u>29,021,862</u>

2008 Budget
Tax Revenues for
Local Services

Sch. C. to 2008 to 2013 Financial Plan
Bylaw No. 1542, 2008

Chairperson

Sr. Mgr., Corp. Administration



	<u>2008</u> <u>Annual</u>
PORT THEATER CONTRIBUTION	
Electoral Area A	13,900
Electoral Area B	13,915
Electoral Area C	13,820
Electoral Area C (defined)	3,575
Electoral Area E	19,950
	<u>65,160</u>
COMMUNITY PARKS	
Electoral Area A	79,560
Electoral Area B	125,050
Electoral Area C	30,000
Electoral Area C (Defined D)	43,215
Electoral Area E	53,000
Electoral Area F	58,815
Electoral Area G	70,780
Electoral Area H	106,195
	<u>566,615</u>
LOCAL SERVICES TAX REVENUES	
FIRE DEPARTMENTS	
Nanaimo River Fire	9,000
Coombs-Hilliers Fire Volunteer	244,285
Errington Fire Volunteer	234,240
Nanoose Bay Fire Volunteer	356,410
Dashwood Fire Volunteer	227,900
Meadowood Fire	133,330
Extension Fire Volunteer	116,800
Bow Horn Bay	171,845
Yellow Point Fire Contract	145,535
Wellington Fire Contract	44,575
Parksville (Local) Fire Contract	78,820
French Creek Fire Contract	311,930
	<u>2,074,670</u>
STREETLIGHTING	
Rural Areas Streetlighting	12,250
Fairwinds Streetlighting	13,255
French Creek Village Streetlighting	5,015
Highway Intersections Streetlighting (French Creek)	1,540
Morningstar Streetlighting	11,165
Sandpiper Streetlighting	9,740
Hwy # 4 (Area F)	2,675
Englishman River Community	5,000
	<u>60,640</u>
NOISE CONTROL	
Noise Control Area A	5,255
Noise Control Area B	4,180
Noise Control Area C	8,810
Noise Control Area E	3,470
Noise Control Area G	3,715
	<u>25,430</u>
UTILITIES	
Englishman River Community Stormwater	4,500

**2008 Budget
Tax Revenues
For Utility Services**

Sch. D. to 2008 to 2013 Financial Plan
Bylaw No. 1542, 2008

.....
Chairperson

.....
Sr. Mgr., Corp. Administration



2008
Annual

UTILITY SERVICES

WATER UTILITIES

Nanoose Peninsula	592,985
Nanoose	83,710
Driftwood	7,990
Surfside	10,020
French Creek	54,450
Englishman River Community	40,290
San Pareil Water	97,980
Melrose Place	16,520
Decourcy Water	5,285
Nanoose Bulk Water	529,185
French Creek Bulk Water	233,920
	<u>1,672,355</u>

SEWAGE COLLECTION UTILITIES

Cedar	
French Creek	340,100
Fairwinds	354,765
Surfside Sewer	15,255
Pacific Shores	30,100
Barclay Crescent	86,610
	<u>825,830</u>

TOTAL PARCEL TAX REVENUES

2,499,165



**CORPORATE SERVICES
2008 to 2013 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2008 Budget		2009		2010		2011		2012		2013	
General Government Administration	\$ (634,155)	10.9%	\$ (700,863)	10.5%	\$ (770,906)	10.0%	\$ (854,451)	10.8%	\$ (897,174)	5.0%	\$ (942,033)	5.0%
Electoral Areas Only	(167,765)	1.0%	(176,153)	5.0%	(184,961)	5.0%	(194,209)	5.0%	(203,919)	5.0%	(214,115)	5.0%
Grants-in-Aid	(69,084)	34.1%	(52,095)	-24.6%	(52,095)	0.0%	(52,095)	0.0%	(52,095)	0.0%	(52,095)	0.0%
D68 E911	(77,875)	2.5%	(79,433)	2.0%	(81,022)	2.0%	(82,642)	2.0%	(84,295)	2.0%	(85,981)	2.0%
D69 E911	(483,345)	3.4%	(493,012)	2.0%	(502,872)	2.0%	(512,929)	2.0%	(523,188)	2.0%	(533,652)	2.0%
D69 Community Justice	(55,010)	-50.0%	(55,010)	0.0%	(55,010)	0.0%	(55,010)	0.0%	(55,010)	0.0%	(55,010)	0.0%
D68 Restorative Justice	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%
Fire - Coombs-Hilliers	(244,285)	15.1%	(278,485)	14.0%	(320,258)	15.0%	(368,297)	15.0%	(386,712)	5.0%	(406,048)	5.0%
Fire - Dashwood	(227,900)	27.0%	(329,685)	44.7%	(367,763)	11.5%	(408,506)	11.1%	(424,846)	4.0%	(441,840)	4.0%
Fire - French Creek	(311,930)	22.8%	(336,884)	8.0%	(363,835)	8.0%	(392,942)	8.0%	(424,377)	8.0%	(458,327)	8.0%
Fire - Parksville Local	(78,820)	5.1%	(90,261)	14.5%	(102,274)	13.3%	(114,888)	12.3%	(128,632)	12.0%	(135,064)	5.0%
Fire - Yellowpoint	(145,535)	14.5%	(148,446)	2.0%	(151,415)	2.0%	(151,415)	0.0%	(151,415)	0.0%	(151,415)	0.0%
Fire - Errington	(234,240)	8.6%	(229,267)	-2.1%	(236,145)	3.0%	(243,229)	3.0%	(250,525)	3.0%	(258,042)	3.0%
Fire - Extension	(116,800)	8.0%	(120,304)	3.0%	(123,913)	3.0%	(127,830)	3.0%	(131,459)	3.0%	(134,088)	2.0%
Fire - Nanoose Bay	(356,410)	22.1%	(386,705)	8.5%	(419,575)	8.5%	(455,239)	8.5%	(491,658)	8.0%	(506,408)	3.0%
Fire - Wellington	(44,575)	2.0%	(45,467)	2.0%	(46,376)	2.0%	(47,304)	2.0%	(48,250)	2.0%	(49,215)	2.0%
Fire - Bow Horn Bay	(171,845)	10.6%	(173,937)	1.2%	(182,634)	5.0%	(191,766)	5.0%	(201,354)	5.0%	(211,422)	5.0%
Fire - Nanaimo River	(9,000)	0.0%	(12,580)	39.8%	(16,090)	27.9%	(18,021)	12.0%	(19,282)	7.0%	(19,668)	2.0%
Fire - Meadwood	(133,330)		(133,330)	0.0%	(133,330)	0.0%	(133,330)	0.0%	(133,330)	0.0%	(133,330)	0.0%
Subtotal Regional District Services	\$ (3,566,904)		\$ (3,846,917)		\$ (4,115,474)		\$ (4,408,903)		\$ (4,612,522)		\$ (4,792,753)	
Vancouver Island Regional Library	(1,373,176)	3.3%	(1,414,371)	3.0%	(1,456,802)	3.0%	(1,500,506)	3.0%	(1,545,521)	3.0%	(1,545,521)	0.0%
Total Corporate Services	\$ (4,940,080)		\$ (5,261,288)		\$ (5,572,276)		\$ (5,909,409)		\$ (6,158,043)		\$ (6,338,274)	



**DEVELOPMENT SERVICES
2008 to 2013 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2008 Budget		2009		2010		2011		2012		2013							
Building Inspection	\$	(83,315)	10.0%	\$	(91,647)	10.0%	\$	(100,812)	10.0%	\$	(110,893)	10.0%	\$	(121,982)	10.0%	\$	(134,180)	10.0%
Bylaw Enforcement																		
Animal Control - Electoral Areas A,B,C,Lantzville		(50,785)	-9.5%		(51,801)	2.0%		(52,837)	2.0%		(53,894)	2.0%		(54,972)	2.0%		(56,071)	2.0%
Animal Control Electoral Areas E,G,H		(70,415)	2.0%		(71,823)	2.0%		(73,259)	2.0%		(74,724)	2.0%		(76,218)	2.0%		(77,742)	2.0%
Animal Control Electoral Area F		(12,665)	2.0%		(13,045)	3.0%		(13,436)	3.0%		(13,839)	3.0%		(14,254)	3.0%		(14,682)	3.0%
Hazardous Properties		(3,820)	2.0%		(3,896)	2.0%		(3,974)	2.0%		(4,053)	2.0%		(4,134)	2.0%		(4,217)	2.0%
Unightly Premises		(6,940)	-2.8%		(5,940)	-14.4%		(4,940)	-18.8%		(3,940)	-20.2%		(3,940)	0.0%		(3,940)	0.0%
Noise Control A		(5,255)	-8.7%		(4,255)	-19.0%		(3,755)	-11.8%		(3,755)	0.0%		(3,793)	1.0%		(3,831)	1.0%
Noise Control B		(4,180)	1.0%		(4,222)	1.0%		(4,264)	1.0%		(4,307)	1.0%		(4,350)	1.0%		(4,394)	1.0%
Noise Control C		(8,810)	82.8%		(8,810)	0.0%		(8,810)	0.0%		(8,810)	0.0%		(8,810)	0.0%		(8,810)	0.0%
Noise Control E		(3,470)	2.1%		(3,539)	2.0%		(3,610)	2.0%		(3,682)	2.0%		(3,756)	2.0%		(3,831)	2.0%
Noise Control G		(3,715)	2.1%		(3,789)	2.0%		(3,865)	2.0%		(3,942)	2.0%		(4,021)	2.0%		(4,101)	2.0%
Community Planning		(1,057,445)	7.0%		(1,131,466)	7.0%		(1,210,669)	7.0%		(1,295,416)	7.0%		(1,386,095)	7.0%		(1,483,122)	7.0%
Regional Growth Strategy		(351,235)	7.8%		(377,578)	7.5%		(405,696)	7.5%		(436,338)	7.5%		(469,063)	7.5%		(497,207)	6.0%
House Numbering		(21,500)	0.0%		(21,500)	0.0%		(21,500)	0.0%		(21,500)	0.0%		(21,500)	0.0%		(21,500)	0.0%
Emergency Planning		(176,400)	29.3%		(183,456)	4.0%		(188,960)	3.0%		(194,829)	3.0%		(200,468)	3.0%		(206,482)	3.0%
	\$	(1,859,950)		\$	(1,976,767)		\$	(2,100,587)		\$	(2,233,722)		\$	(2,377,356)		\$	(2,524,110)	

**ENVIRONMENTAL SERVICES
2008 to 2013 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2008 Budget		2009		2010		2011		2012		2013		
Wastewater - Northern	\$	(3,674,095)	4.0%	\$ (3,821,059)	4.0%	\$ (3,973,901)	4.0%	\$ (4,132,657)	4.0%	\$ (4,298,171)	4.0%	\$ (4,470,098)	4.0%
Wastewater - Southern		(4,376,470)	3.0%	(4,651,529)	4.0%	(4,779,105)	5.0%	(5,018,060)	5.0%	(5,319,144)	6.0%	(5,691,484)	7.0%
Wastewater - Fairwinds(Nanoose)		(344,565)	6.6%	(366,962)	6.5%	(392,649)	7.0%	(420,134)	7.0%	(449,543)	7.0%	(481,011)	7.0%
Duke Point Wastewater		(109,955)	10.0%	(129,150)	17.5%	(147,231)	14.0%	(189,316)	15.0%	(194,713)	15.0%	(204,449)	5.0%
Solid Waste Management		(402,305)	0.0%	(402,305)	0.0%	(402,305)	0.0%	(402,305)	0.0%	(402,305)	0.0%	(402,305)	0.0%
Water - Nanoose Peninsula		(592,985)	4.2%	(610,705)	4.0%	(641,373)	4.0%	(660,614)	3.0%	(680,432)	3.0%	(700,845)	3.0%
Water - Nanoose Bay		(83,710)	0.0%	(40,436)	-51.7%	(31,093)	-23.1%	0	-100.0%	0	#DIV/0!	0	#DIV/0!
Water - Driftwood		(7,990)	3.8%	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%	(7,990)	0.0%
Water - San Parail		(97,980)	4.2%	(111,580)	13.9%	(114,927)	3.0%	(118,375)	3.0%	(122,528)	3.5%	(126,202)	3.0%
Water - French Creek		(54,450)	13.2%	(60,262)	10.7%	(66,480)	10.3%	(71,134)	7.0%	(76,113)	7.0%	(81,441)	7.0%
Water - Englishman River		(40,290)	2.0%	(41,700)	3.5%	(44,060)	5.7%	(46,704)	6.0%	(49,740)	6.5%	(53,222)	7.0%
Water - Surfside		(10,020)	4.0%	(10,471)	4.5%	(10,942)	4.5%	(11,434)	4.5%	(11,891)	4.0%	(12,248)	3.0%
Water - Decourcey		(5,285)	25.8%	(6,391)	20.9%	(6,518)	2.0%	(6,649)	2.0%	(6,782)	2.0%	(6,918)	2.0%
Water -Meirose Place		(16,520)	0.0%	(17,016)	3.0%	(17,526)	3.0%	(18,052)	3.0%	(18,594)	3.0%	(19,152)	3.0%
Drinking Water Protection		(65,000)	#DIV/0!	0	-100.0%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Water - French Creek Bulk Water		(233,920)	35.0%	(315,792)	35.0%	(394,740)	25.0%	(434,214)	10.0%	(477,635)	10.0%	(501,517)	5.0%
Water - Nanoose Bay Bulk Water		(529,185)	8.5%	(574,166)	8.5%	(622,970)	8.5%	(675,922)	8.5%	(726,616)	7.5%	(781,112)	7.5%
Sewer - French Creek		(340,100)	5.2%	(360,100)	11.8%	(391,503)	3.0%	(403,248)	3.0%	(415,345)	3.0%	(427,805)	3.0%
<u>Sewer - Fairwinds(Collector)</u>		(10,200)	2.0%	(10,404)	2.0%	(10,612)	2.0%	(10,824)	2.0%	(11,040)	2.0%	(11,261)	2.0%
Sewer - Pacific Shores		(30,100)	3.0%	(38,174)	26.8%	(40,063)	5.0%	(42,087)	5.0%	(44,191)	5.0%	(46,401)	5.0%
Sewer - Surfside		(15,255)	8.0%	(17,975)	17.8%	(20,913)	16.3%	(22,168)	6.0%	(23,498)	6.0%	(24,203)	3.0%
Sewer - Barclay Crescent		(86,610)	268.6%	(100,905)	16.5%	(115,341)	14.8%	(117,919)	1.8%	(120,018)	1.8%	(122,138)	1.8%
Sewer - Cedar		0	#DIV/0!	(113,540)	#DIV/0!	(113,540)	0.0%	(113,540)	0.0%	(113,540)	0.0%	(113,540)	0.0%
Stormwater - Englishman River		(4,500)	0.0%	(4,500)	0.0%	(4,500)	0.0%	(4,500)	0.0%	(4,500)	0.0%	(4,500)	0.0%
Streetlighting - Fairwinds		(13,255)	2.5%	(13,586)	2.5%	(13,926)	2.5%	(14,344)	3.0%	(14,703)	2.5%	(14,997)	2.0%
Streetlighting - Fr. Cr. Village		(5,015)	1.0%	(5,065)	1.0%	(5,116)	1.0%	(5,167)	1.0%	(5,167)	0.0%	(5,167)	0.0%
Streetlighting - Morningstar		(11,165)	2.0%	(11,388)	2.0%	(11,616)	2.0%	(11,848)	2.0%	(12,085)	2.0%	(12,327)	2.0%
Streetlighting - Sandpiper		(9,740)	2.0%	(9,935)	2.0%	(10,134)	2.0%	(10,337)	2.0%	(10,337)	0.0%	(10,337)	0.0%
Streetlighting - Englishman River		(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%	(5,000)	0.0%
Streetlighting - Highway Intersections		(1,540)	-14.0%	(2,240)	45.5%	(2,940)	31.3%	(2,999)	1.0%	(2,999)	1.0%	(3,029)	1.0%
Streetlighting - Rural Areas		(12,250)	6.0%	(13,237)	8.1%	(14,031)	6.0%	(14,873)	6.0%	(15,765)	6.0%	(15,765)	0.0%
Streetlighting - Highway #4		(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%	(2,675)	0.0%
\$		(11,192,130)		\$ (11,802,238)		\$ (12,418,241)		\$ (12,975,259)		\$(13,643,058)		\$(14,359,139)	
Property taxes		(8,692,965)	4%	(8,971,669)	3%	(9,372,480)	4%	(9,794,251)	5%	(10,287,564)	5%	(10,842,133)	5%
parcel taxes	\$	(2,499,165)	11%	\$ (2,830,569)	13%	\$ (3,043,761)	8%	\$ (3,181,008)	5%	\$ (3,355,494)	5%	\$ (3,617,006)	5%
		(11,192,130)	6%	(11,802,238)	5%	(12,418,241)	5%	(12,975,259)	5%	(13,643,058)	5%	(14,359,139)	5%



**RECREATION & PARKS SERVICES
2008 to 2013 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2008 Proposed		2009		2010		2011		2012		2013	
Ravensong Aquatic Center	(\$1,309,255)	5.0%	(\$1,361,625)	4.0%	(\$1,416,090)	4.0%	(\$1,472,734)	4.0%	(\$1,524,280)	3.5%	(\$1,577,630)	3.5%
Oceanside Place	(1,264,125)	3.0%	(1,302,049)	3.0%	(1,341,110)	3.0%	(1,385,367)	3.3%	(1,431,084)	3.3%	(1,478,310)	3.3%
D69 Recreation	(796,630)	1.0%	(804,796)	1.0%	(820,894)	2.0%	(837,312)	2.0%	(854,058)	2.0%	(871,139)	2.0%
D69 Recreation - Sportsfields	(235,155)	11.3%	(239,858)	2.0%	(244,655)	2.0%	(249,548)	2.0%	(254,539)	2.0%	(259,830)	2.0%
Gabriola Island Recreation	(71,890)	3.0%	(77,019)	7.1%	(80,840)	5.0%	(83,242)	3.0%	(85,779)	3.0%	(88,347)	3.0%
Area A Recreation	(76,500)	2.0%	(83,211)	8.8%	(85,707)	3.0%	(88,278)	3.0%	(90,926)	3.0%	(93,654)	3.0%
Southern Community Recreation	(814,780)	5.5%	(880,675)	8.1%	(904,998)	2.8%	(927,166)	2.4%	(949,164)	2.4%	(970,948)	2.3%
Regional Parks - Operations	(607,140)	24.5%	(698,211)	15.0%	(761,050)	9.0%	(799,103)	5.0%	(823,076)	3.0%	(847,768)	3.0%
Regional Parks - Capital	(655,772)	5.7%	(671,134)	2.3%	(701,179)	4.5%	(651,663)	-7.1%	(652,663)	0.2%	(655,740)	0.5%
Community Park Area A	(79,560)	4.0%	(82,742)	4.0%	(86,879)	5.0%	(91,354)	5.2%	(95,008)	4.0%	(98,908)	2.0%
Community Park Area B	(125,050)	4.0%	(130,052)	4.0%	(135,254)	4.0%	(140,664)	4.0%	(146,291)	4.0%	(152,143)	4.0%
Community Park Area C	(30,000)	122.6%	(37,500)	25.0%	(39,000)	4.0%	(40,170)	3.0%	(41,375)	3.0%	(42,616)	3.0%
Community Park Area C(Pleasant Valley/E. Wellington)	(43,215)	50.5%	(49,484)	14.5%	(52,969)	7.0%	(56,558)	6.8%	(60,255)	6.5%	(62,063)	3.0%
Community Park Area E	(53,000)	10.4%	(59,360)	12.0%	(66,483)	12.0%	(73,796)	11.0%	(80,438)	9.0%	(84,460)	5.0%
Community Park Area F	(58,815)	16.5%	(66,579)	13.2%	(76,676)	15.2%	(80,976)	5.6%	(83,405)	3.0%	(85,073)	2.0%
Community Park Area G	(70,780)	14.2%	(87,059)	23.0%	(93,153)	7.0%	(96,948)	3.0%	(98,826)	3.0%	(101,791)	3.0%
Community Park Area H	(106,195)	3.0%	(113,629)	7.0%	(121,583)	7.0%	(127,662)	5.0%	(134,045)	5.0%	(140,747)	5.0%
Port Theater Area A	(13,900)	0.0%	(13,900)	0.0%	(13,900)	0.0%	(13,900)	0.0%	(13,900)	0.0%	(13,900)	0.0%
Port Theater Area B	(13,915)	0.0%	(13,915)	0.0%	(13,915)	0.0%	(13,915)	0.0%	(13,915)	0.0%	(13,915)	0.0%
Port Theater Area C	(13,820)	0.0%	(13,820)	0.0%	(13,820)	0.0%	(13,820)	0.0%	(13,820)	0.0%	(13,820)	0.0%
Port Theater Area C(Pleasant Valley/E. Wellington)	(3,575)	0.0%	(3,575)	0.0%	(3,575)	0.0%	(3,575)	0.0%	(3,575)	0.0%	(3,575)	0.0%
Port Theater Area E	(19,950)	0.0%	(19,950)	0.0%	(19,950)	0.0%	(19,950)	0.0%	(19,950)	0.0%	(19,950)	0.0%
	(\$6,463,222)		(\$6,810,145)		(\$7,093,680)		(\$7,266,701)		(\$7,470,372)		(\$7,674,127)	



**TRANSPORTATION SERVICES
2008 to 2013 FINANCIAL PLAN
SUMMARY OF TAX REQUISITIONS**

	2008 Proposed		2009		2010		2011		2012		2013	
Southern Community Transit	(4,019,120)	13.5%	(4,736,032)	17.8%	(5,398,635)	14.0%	(5,938,499)	10.0%	(6,235,424)	5.0%	(6,547,195)	5.0%
D69 Transit	(542,210)	7.4%	(588,054)	8.5%	(620,815)	5.6%	(633,231)	2.0%	(645,896)	2.0%	(658,814)	2.0%
Gabriola Emergency Wharf	(5,150)	-38.4%	(5,253)	2.0%	(5,358)	2.0%	(5,465)	2.0%	(5,574)	2.0%	(5,685)	2.0%
	(4,566,480)	12.6%	(5,329,339)	16.7%	(6,024,808)	13.0%	(6,577,195)	9.2%	(6,886,894)	4.7%	(7,211,694)	4.7%



RDN REPORT	
CAO APPROVAL	
EAP	
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MAR 04 2008	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: March 1, 2008

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

FILE:

SUBJECT: 2008 Parcel Tax Rate Bylaws

PURPOSE:

To introduce for three readings and adoption 2008 parcel tax rate bylaws for the Regional District's water and sewer utility services.

BACKGROUND:

The *Community Charter* requires that parcel tax rates be established by bylaw and that a report describing the basis of calculation be submitted for consideration. As in prior years, parcel taxes will be levied in 2008 on properties within certain water and sewer service areas of the Regional District on the basis of a single amount for each parcel of land. Parcel tax rates are generally calculated by dividing the annual revenue by the number of parcels certified on the parcel tax roll.

Parcel taxes will also be levied for Regional Parks and the District 69 Community Justice Service. The rates and revenues for Regional Parks and District 69 Community Justice are unchanged from 2007 and no amendments to the previous bylaws are required.

The *Community Charter* also permits a parcel tax to be waived or reduced where the local government has determined that an owner has paid for part of the construction of the works in the service area. We have two service areas where this applies – the Driftwood Water Supply Service and the Barclay Crescent Sewer Service. Within the Driftwood Water Service 19 of 32 properties are eligible to have the parcel tax waived entirely because the owners prepaid a full share of capital construction costs. Within the Barclay Crescent Service 54 of 237 properties are eligible for a partial reduction, again related to a prepayment of construction costs before borrowing. All properties in the Barclay Crescent Sewer Service will be subject to a parcel tax for part of the operating costs of the service. The Barclay Crescent Sewer Service parcel tax rate bylaw also provides for a commuted value payment of the original capital costs should an owner subsequent to this year decide they would like to pay the remaining costs in full.

ALTERNATIVES:

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

FINANCIAL IMPLICATIONS:

For the most part tax revenues and parcel tax rates for water service areas are higher in 2008 than 2007. This reflects larger capital plans for the services – well redevelopment for water service areas and treatment plant upgrades for sewer service areas.

The parcel tax rolls will be certified on March 5th, 2008 therefore the amounts shown in the table below are estimates at this time.

SERVICE AREA NAME	BYLAW	2008 BUDGETED REVENUES	NO. OF PARCELS	PARCEL TAX RATE	PARCEL TAX RATE	Increase (Decrease)
				Year 2007	Year 2008	
Nanoose Peninsula Water	1544	\$592,985	2,390	\$238	\$248	\$10
Surfside Water	1544	\$10,020	39	\$247	\$257	\$10
San Parcil Water	1544	\$97,980	288	\$326	\$340	\$14
Englishman River Community Water	1544	\$40,290	156	\$255	\$258	\$3
French Creek Community Water	1544	\$54,450	238	\$202	\$229	\$27
Decourcey Water	1544	\$5,285	5	\$840	\$1,057	\$217 – budget for replacement reserve
Nanosc Water Supply	1544	\$83,710	1,016	\$83	\$82	(\$1)
Melrose Terrace Water	1544	\$16,520	28	\$590	\$590	No change
Nanoose Bay Bulk Water	1544	\$529,185	2,390	\$204	\$221	\$17
French Creek Bulk Water	1544	\$233,920	1,984	\$88	\$117	\$29
Driftwood Water	1336.05	\$7,990	13	\$654	\$614	One new property
French Creek Community Sewer	1545	\$340,100	1,710	\$208	\$199	(\$9)
Fairwinds Community Sewer	1545	\$354,765	709	\$470	\$500	\$30
Pacific Shores Community Sewer	1545	\$30,100	125	\$314	\$240	\$74
Surfside Community Sewer	1545	\$15,255	20	\$706	\$763	\$57
Barclay Crescent Sewer	1483.02	\$86,610	237	\$100	\$458/\$38	Some properties prepaid construction costs before borrowing

SERVICE AREA NAME	BYLAW	2008 BUDGETED REVENUES	NO. OF PARCELS	PARCEL TAX RATE	PARCEL TAX RATE	Increase (Decrease)
				Year 2007	Year 2008	
Crime Prevention and Community Justice Service	N/A	\$55,000	12,428	\$2.30	\$2.30	No change
Regional Parks	N/A	\$655,772		\$10.00 (Nanaimo & EA's) \$2.50 (Pville/Qual Beach & Lantzville)	\$10.00 (Nanaimo & EA's) \$5.00 (Pville/Qual Beach & Lantzville)	

SUMMARY/CONCLUSIONS:

Attached to this report are the statutory bylaws establishing the parcel tax rates reflected in the Regional District's 2008 budget. The bylaws are self explanatory and staff recommend they be adopted as presented.

RECOMMENDATIONS:

Bylaw No. 1544

1. That "Water Services Parcel Tax Rates Bylaw No. 1544, 2008" be introduced for first three readings.
2. That "Water Services Parcel Tax Rates Bylaw No. 1544, 2008" having received three readings be adopted.

Bylaw No. 1545


1. That "Sewer Services Parcel Tax Rates Bylaw No. 1545, 2008" be introduced and read three times.
2. That "Sewer Services Parcel Tax Rates Bylaw No. 1545, 2008" having received three readings be adopted.

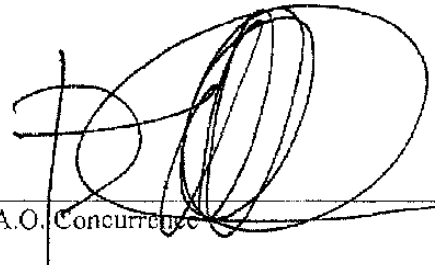
Bylaw No. 1336.05

1. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.05, 2008" be introduced and read three times.
2. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.05, 2008" having received three readings be adopted.

Bylaw No. 1483.02

1. That "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.02, 2008" be introduced and read three times.
2. That "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.02, 2008" having received three readings be adopted.


Report Writer


A/ C.A.O. Concurrance

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1544

**A BYLAW TO ESTABLISH THE
PARCEL TAX RATES WITHIN WATER SERVICE AREAS**

WHEREAS the Board of the Regional District of Nanaimo may levy a parcel tax to meet the annual costs of certain water service areas;

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

1. This bylaw may be cited as "Water Services Parcel Tax Rates Bylaw No. 1544, 2008".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided, including strata lots.
3. The parcel tax rates in this bylaw shall be levied commencing in the year 2008 on each parcel recorded on the parcel tax rolls prepared for the water service areas listed on Schedule A attached to and forming a part of this bylaw.

Introduced and read three times this 25th day of March, 2008.

Adopted this 25th day of March, 2008.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. Corporate Administration

SCHEDULE A

The rates per parcel shall be the amount obtained by dividing the revenue established in the 2008 annual budget by the number of parcels certified on the 2008 annual parcel tax roll. The amounts in the table are shown before the addition of any administrative fee by the Surveyor of Taxes and have been rounded for convenience.

Service Area Name	2008 Total Revenue	Number of Certified Parcels	Estimated Parcel Tax Rate
Nanoose Peninsula Water	\$592,985	2,390	\$248
Surfside Water	\$10,020	39	\$257
San Pareil Water	\$97,980	288	\$340
Englishman River Community Water	\$40,290	156	\$258
French Creek Water	\$54,450	238	\$229
Decourcey Water	\$5,285	5	\$1,057
Nanoose Bay Water	\$83,710	1,016	\$82
Melrose Terrace	\$16,520	28	\$590
Nanoose Bulk Water	\$529,185	2,390	\$221
French Creek Bulk Water	\$233,920	1,984	\$117

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1545

**A BYLAW TO ESTABLISH THE
PARCEL TAX RATES WITHIN SEWER SERVICE AREAS**

WHEREAS the Board of the Regional District of Nanaimo may levy a parcel tax to meet the annual costs of certain water service areas;

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

1. This bylaw may be cited as "Sewer Services Parcel Tax Rates Bylaw No. 1545, 2008".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided, including strata lots.
3. The parcel tax rates in this bylaw shall be levied commencing in the year 2008 on each parcel recorded on the parcel tax rolls prepared for the sewer service areas listed on Schedule A attached to and forming a part of this bylaw.

Introduced and read three times this 25th day of March, 2008.

Adopted this 25th day of March, 2008.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. Corporate Administration

SCHEDULE A

The rates per parcel shall be the amount obtained by dividing the revenue established in the 2008 annual budget by the number of parcels certified on the 2008 annual parcel tax roll. The amounts in the table are shown before the addition of any administrative fee by the Surveyor of Taxes and have been rounded for convenience.

Service Area Name	2008 Revenue	Number of Certified Parcels	Estimated Parcel Tax Rate
French Creek Sewer	\$340,100	1,710	\$199
Fairwinds Sewer	\$354,765	709	\$500
Pacific Shores Sewer	\$30,100	125	\$240
Surfside Sewer	\$15,255	20	\$763

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1336.05

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

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

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

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

1. This bylaw may be cited as "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.05, 2008".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2008 on each parcel recorded on the annual parcel tax roll prepared for the Driftwood Water Supply Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$7,990 by the number of parcels certified on the 2008 annual parcel tax roll prepared under (3) above (the rate is estimated to be \$614).
5. The parcel tax rate in (4) above shall be reduced by \$614.00 for those properties listed on Schedule 'A' to this bylaw in consideration of the prepayment of costs under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".
6. The parcel tax rate in (4) above shall be reduced for those properties listed on Schedule 'C' in the year following the year in which payment of the charges listed on Schedule 'B' to this bylaw is made, in relation to costs incurred under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

Introduced and read three times this 25th day of March, 2008.

Adopted this 25th day of March, 2008.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. Corporate Administration

The following properties shall have the parcel tax established under Section 4 (\$614.00) reduced pursuant to Clause (5), in consideration of the prepayment of the cost of works and services authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

Folio 769-10029.601	Lot A, Plan 47448, DL 102, LD 33
Folio 769-10029.611	Lot 2, VIS 3905
Folio 769-10029.612	Lot 1, VIS 3905
Folio 769-10029.613	Lot 3, VIS 3905
Folio 769-10029.650	Lot 1, Plan 21022, DL 102, LD 33
Folio 769-10029.656	Lot 4, Plan 21022, DL 102, LD 33
Folio 769-10029.658	Lot 5, Plan 21022, DL 102, LD 33
Folio 769-10029.660	Lot 6, Plan 21022, DL 102, LD 33
Folio 769-10029.664	Lot 8, Plan 21022, DL 102, LD 33
Folio 769-10029.666	Lot 9, Plan 21022, DL 102, LD 33
Folio 769-10029.670	Lot 11, Plan 21022, DL 102, LD 33
Folio 769-10029.672	Lot 12, Plan 21022, DL 102, LD 33
Folio 769-10029.680	Lot A, Plan 23437, LD 33
Folio 769-10029.685	Lot B, Plan 23437, DL84 & 102, LD 33
Folio 769-10029.690	Lot C, Plan 23437, LD 33
Folio 769-10029.692	Lot D, Plan 23437, LD 33
Folio 769-10029.694	Lot E, Plan 23437, LD 33
Folio 769-9947.104	Lot C, Plan VIP79720, LD 33
Folio 769-10029.700	Lot 1, Plan 25462, DL 102, LD 33

Chairperson

Sr. Mgr. Corporate Administration

Where a property listed on Schedule 'C', after January 31, 2008, pays the following charges related to "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001", the parcel tax rate shall be reduced in accordance with Section 6 as consideration of the prepayment of the cost of works and services authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

2008	9,084.38
2009	8,630.69
2010	8,158.86
2011	7,668.16
2012	7,157.83
2013	6,627.08
2014	6,075.10
2015	5,501.05
2016	4,904.03
2017	4,273.13
2018	3,637.40
2019	2,965.84
2020	2,267.41
2021	1,541.05
2022	785.63
2023	0.00

Chairperson

Sr. Mgr. Corporate Administration

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

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1483.02

**A BYLAW TO AMEND THE PARCEL TAX RATE WITHIN
THE BARCLAY CRESCENT SEWER SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1391, 2004, levy a parcel tax to meet the annual costs of the Barclay Crescent Sewer Service Area;

AND WHEREAS the Board wishes to provide for the reduction of a parcel tax where a property prepays or pays toward the cost of constructing the works authorized under "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004" in accordance with Section 201(3) of the *Community Charter*;

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

1. This bylaw may be cited as "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.02, 2008".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2008 on each parcel recorded on the annual parcel tax roll prepared for the Barclay Crescent Sewer Service Area.
4. The rate per parcel shall be \$457.51.
5. The parcel tax rate in (4) above shall be reduced by \$419.51 for those properties listed on Schedule 'A' to this bylaw in consideration of the prepayment of costs under "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004".
6. The parcel tax rate in (4) above shall be reduced in the manner described in (5) above for a property within the service area which subsequently pays the amount listed on Schedule 'B' in full for the relevant year. The amount on Schedule 'B' represents the current commuted value with respect to the capital construction costs of the sewer collection system incurred and borrowed pursuant to "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004". The parcel tax rate established from time to time shall be reduced in the year following the year in which payment of the amount listed on Schedule 'B' to this bylaw is made.

Introduced and read three times this 25th day of March, 2008.

Adopted this 25th day of March, 2008.

CHAIRPERSON

SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr. Corporate Administration

The following properties shall have the parcel tax established under Section 4 (\$457.51) reduced by \$415.91 pursuant to Clause (5), in consideration of the prepayment of the cost of works and services authorized under "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004".

769	009198.235		769	009200.144
769	009199.220		769	009200.166
769	009199.222		769	009200.168
769	009199.224		769	009200.176
769	009199.244		769	009200.178
769	009199.252		769	009200.180
769	009199.256		769	009200.184
769	009199.260		769	009200.186
769	009199.264		769	009200.204
769	009199.270		769	009200.214
769	009199.286		769	009200.218
769	009199.290		769	009200.230
769	009199.306		769	009200.232
769	009199.308		769	009200.246
769	009199.312		769	009200.256
769	009199.330		769	009200.258
769	009199.346		769	009200.278
769	009199.350		769	009200.284
769	009199.366		769	009200.300
769	009199.415		769	009200.310
769	009200.002		769	009627.120
769	009200.014		769	009627.220
769	009200.018		769	009627.225
769	009200.020			
769	009200.030			
769	009200.032			
769	009200.034			
769	009200.042			
769	009200.070			
769	009200.112			
769	009200.134			

Chairperson

Sr. Mgr. Corporate Administration

Where a property listed on Schedule 'C', after January 31, 2009, pays the following amount with respect to costs incurred pursuant to "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004", the parcel tax rate shall be reduced in accordance with Section 6 of this bylaw.

Year	Debt Repayment	Northern Community Wastewater Capital Charge	Total Payable
2009	\$7,160	\$825	\$7,985
2010	\$6,761	\$815	\$7,576
2011	\$6,363	\$800	\$7,163
2012	\$5,965	\$780	\$6,745
2013	\$5,567	\$755	\$6,322
2014	\$5,169	\$725	\$5,894
2015	\$4,771	\$690	\$5,461
2016	\$4,373	\$650	\$5,023
2017	\$3,974	\$605	\$4,579
2018	\$3,576	\$555	\$4,131
2019	\$3,178	\$500	\$3,678
2020	\$2,780	\$440	\$3,220
2021	\$2,382	\$380	\$2,762
2022	\$1,984	\$320	\$2,304
2023	\$1,586	\$260	\$1,846
2024	\$1,187	\$195	\$1,382
2025	\$789	\$130	\$919
2026	\$391	\$65	\$456



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BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: March 1, 2008

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

FILE:

SUBJECT: Barclay Crescent Sewer User Rates – 2008 Rate Update

PURPOSE

To present for approval "Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.03, 2008".

BACKGROUND

The 2008 operating budget for the Barclay Crescent Sewer Service forecasts revenues based on approximately 184 connected properties. In order to meet the revenue requirement the user rate must rise from \$215 to \$225 in 2008.

One of the major costs in the Barclay Crescent Sewer Service budget is a proportionate share of the operations of the French Creek Wastewater Treatment Plant. The formula for that cost allocation uses a three year moving average of sewage flows. Since the Barclay Crescent service is very new the first two years will have relatively low charges – by the third year the service will be paying a full pro-rata share. The rise in rates is based on these assumptions within the financial plan.

ALTERNATIVES

1. Approve the Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.03.
2. Amend the Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.03 and approve it as amended.

FINANCIAL IMPLICATIONS


The rates outlined in this report reflect the 2008 revenue requirement and staff recommend approving the bylaw as presented.

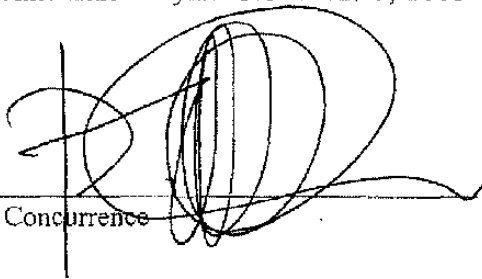
SUMMARY/CONCLUSIONS

This report introduces an amendment to the user rates in the Barclay Crescent Sewer Service area, reflective of the 2008 budget and 2008 to 2013 financial forecast. The user rate required to meet the 2008 budget target is \$225. Staff recommend approving the bylaw amendment.

RECOMMENDATIONS

1. That "Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.03, 2008" be introduced for first three readings.
2. That "Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.03, 2008" having received three readings be adopted.


Report Writer


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1472.03

**A BYLAW TO AMEND BARCLAY
CRESCENT SEWER RATES AND
REGULATION BYLAW NO. 1472**

WHEREAS the Board of the Regional District of Nanaimo has established fees and charges for the Barclay Crescent Sewer Local Service by its Bylaw No. 1472;

AND WHEREAS the revenues forecast in the 2008 budget require an increase in the user rates;

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

1. Regional District of Nanaimo Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472 is amended as follows:

Schedule 'C' of Bylaw No. 1472 is hereby repealed and Schedule 'C' attached hereto and forming part of this bylaw is substituted therefore.
2. This bylaw may be cited for all purposes as the "Regional District of Nanaimo Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.03, 2008".

Introduced and read three times this 25th day of March, 2008.

Adopted this 25th day of March, 2008.

CHAIRPERSON

SR MGR, CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'C'
[Section 19.1]

USER CHARGE
[if applicable]

1. Billing and Payment:

- (a) Annual sewer rates as invoiced by the Regional District are due and payable on presentation. A ten (10%) percent discount will be applied if payment of all outstanding charges in effect from time to time is received on or before the discount date shown on the invoice.
- (b) Amounts unpaid on the 31st of December in any year shall be deemed to be taxes in arrears and will be transferred to property taxes as prescribed under Section 797.2 of the *Local Government Act*.
- (c) All payments received will be applied firstly against arrears and then to current balances.

2. Rates:

	Classification	Annual Rates	Other Rates
(a)	Single Family Residence	\$ 225.00	
(b)	Apartments, Suites or Duplex – Each Unit	\$ 225.00	
(c)	Cafes and Restaurants – for each group of plumbing fixtures	\$ 225.00	
(d)	Garage or Service Station	\$ 225.00	
(e)	Store or Business Premises – for each group of plumbing fixtures	\$ 225.00	
(f)	Mobile Homes (whether situated in a Mobile Home Park or not) – per unit	\$ 225.00	
(g)	Churches and Halls – for each group of plumbing fixtures	\$ 225.00	
(h)	Licensed Premises – for each group of plumbing fixtures	\$ 225.00	
(i)	Motels – per unit – including residential managers' or owners' units	\$ 225.00	
(j)	Hotels – per room	\$ 1.00	
(k)	Camping – for each group of plumbing fixtures	\$ 1.00	
	– for each space with a sewer connection	\$ 1.00	
(l)	Laundry, Laundromat or Dry Cleaners – per washer	\$ 75.00	
(m)	Sani Dump (per connection)	\$ 425.00	
(n)	Waste Discharge permit holder	\$ 1,000.00	Daily rate per Part 4

SCHEDULE 'C' continued

3. A group of plumbing fixtures is equivalent to three fixtures.
4. For Waste Discharge permit holders, in addition to the annual fee shown under Part 2. Rates shown above, a daily rate per cubic meter shall apply. The daily rate shall be calculated as follows:

$$\frac{\text{Annual Single Family Residential Rate}}{255 \text{ cu m}} = \text{rate per cubic meter per day}$$

The daily rate shall be applied to the average daily flow calculated from the total annual flows measured for the permit holder divided by 365.



RDN REPORT	
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GOW	✓ MARCH 11TH
FEB 29 2008	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: February 28, 2008

FROM: Tom Arnet
Manager, Building and Bylaw Services

FILE: 3900-20-787.08

SUBJECT: Amendment Bylaw No 787.08 – Inclusion in a Building Inspection Area
Electoral Area 'H' – 85 Henry Morgan Drive

PURPOSE

To consider a parcel located in Electoral Area 'H' for inclusion into a Building Inspection Service Area.

BACKGROUND

The purpose of this report is to seek Board approval for inclusion of the parcel legally described as Lot 2, District Lot 36, Plan VIP61726, Newcastle Land District, located at 85 Henry Morgan Drive, Electoral Area 'H' into a Building Inspection Service Area. (*see Attachment No. 1 for location*).

At the regular meeting held February 26, 2008, the Board approved Development Permit Application No. 60743 to facilitate the subdivision of the parent parcel to create ten single-residential parcels. The Board further directed staff to prepare the required bylaw changes necessary to implement building inspection service to this development and bring a report with the bylaw amendment forward for consideration by the Board.

ALTERNATIVES

1. To consider "Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.08, 2008," for adoption.
2. To not consider "Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.08, 2008."

FINANCIAL IMPLICATIONS

This development is located several kilometres outside the present Building Inspection Service Area boundary. Current staff levels are adequate to provide building inspection service to this development with minimal budget implications. Increased permit fee revenues will largely offset any additional costs of providing this service.

VOTING

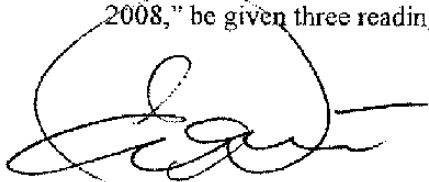
All Directors – one vote.

CONCLUSION

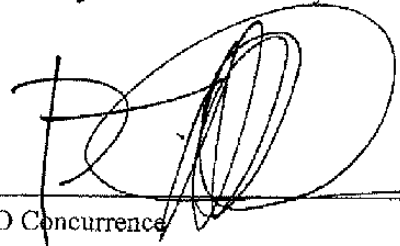
At the direction of the Board, the required bylaw changes necessary to implement building inspection service to a ten lot residential development located at 85 Henry Morgan Drive, Electoral Area 'H', have been prepared for consideration. Inclusion of this development in a Building Inspection Service Area is in keeping with the Board's Strategic Plan (Sustainable Communities), which seeks to implement building inspection services across all electoral areas. Once the service is established on this parcel, an amendment to Schedule 'A' of "Regional District of Nanaimo Building Regulation and Fees Bylaw No. 1250, 2001," will be required to reflect this inclusion.

RECOMMENDATION

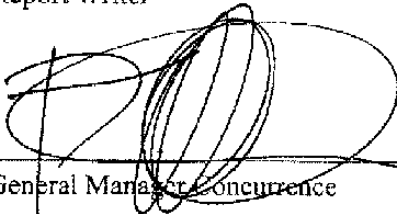
That "Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.08, 2008," be given three readings.



Report Writer



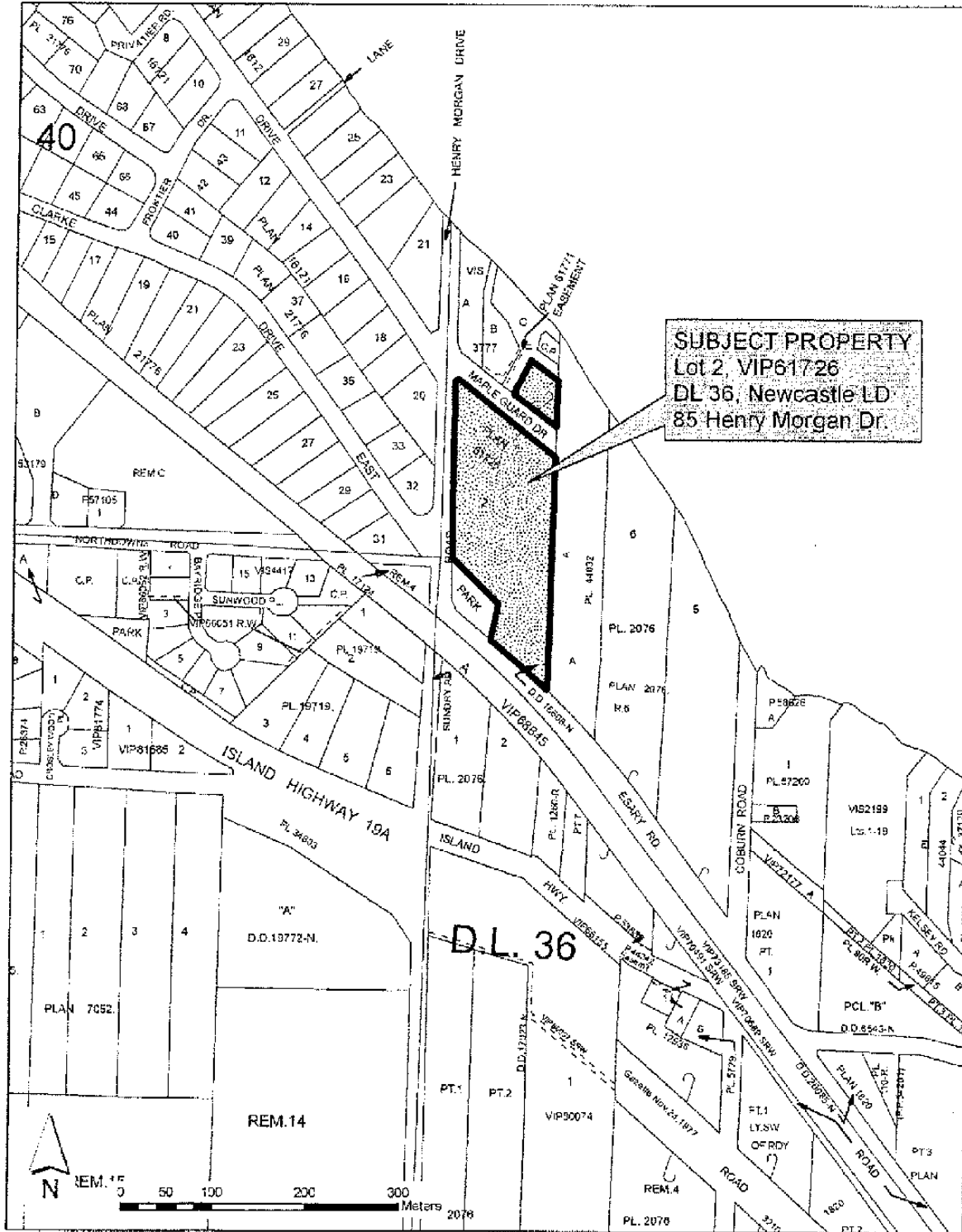
A/ CAO Concurrence



General Manager Concurrence

COMMENTS:

ATTACHMENT NO. 1



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 787.08

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

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

AND WHEREAS the Board wishes to amend the boundaries of the Service Area to include Lot 2, District Lot 36, Plan VIP61726, Newcastle Land District, within Electoral Area 'H';

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989," is amended as follows:

Deleting Section 2 and replacing it with the following:

"2. Service Area.

Electoral Areas 'A', 'B', 'C', 'E', 'G', and 'H' include participating areas for this service.

The service shall consist of those parts of Electoral Areas 'A', 'B', 'C', 'E', 'G', and 'H' as outlined on Schedules 'A', 'B', 'C', 'D', and 'E', which are attached hereto and form part of this bylaw."

2. This bylaw may be cited as "Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.08, 2008."

Introduced and read three times this ____ day of _____ 2008.

Adopted this ____ day of _____ 2008.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



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COW	✓ MARCH 17th
FEB 29 2008	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet
 Manager, Building and Bylaw Services

DATE: February 26, 2008

FROM: Allan Dick
 Building Inspection Supervisor

FILE:

SUBJECT: 2419 Yellow Point Road – Bylaw Contravention

PURPOSE

To obtain Board approval to file a Notice of Bylaw Contravention on the title of the above-noted property.

BACKGROUND

Property: 2419 Yellow Point Road, Ladysmith, BC, Electoral Area 'A'

Legal: Lot B, Section 8, Range 3, Cedar District, Plan VIP66503

Owners: Dale Karen Janecek and John Stuart MacNutt

Zoning: RU 4

ALTERNATIVES

1. That a Notice of Bylaw Contravention be registered on the title of the property and staff be directed to take the necessary legal action should these contraventions remain unresolved after a ninety (90) day period.
2. That a Notice of Bylaw Contravention not be registered on title at this time and staff be directed to continue to seek voluntary compliance with "Regional District of Nanaimo Building Regulation & Fees Bylaw 1250, 2001."

FINANCIAL IMPLICATIONS

The financial implications are minimal.

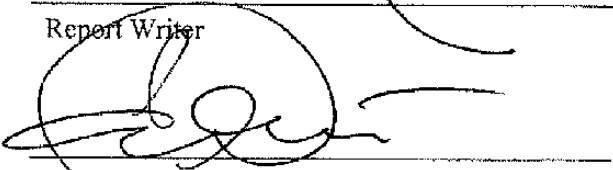
SUMMARY

On January 28, 2008, a building permit was applied for a deck addition and interior renovations to an existing single-family dwelling. On February 19, 2008, a site inspection was done; and it was revealed that the construction was already under way and more extensive than applied for. A Stop Work Notice was placed on the property at this time. It was also revealed that there were two other expired permits for buildings on the property. In conversations with both property owners, it was clear that they are in the middle of a contested divorce proceeding; and Mr. John MacNutt was not willing to allow the other party to proceed with permits of any kind. The Supervisor of Building Inspections explained the Section 57 filing process to both parties which they indicated they understood.

RECOMMENDATION

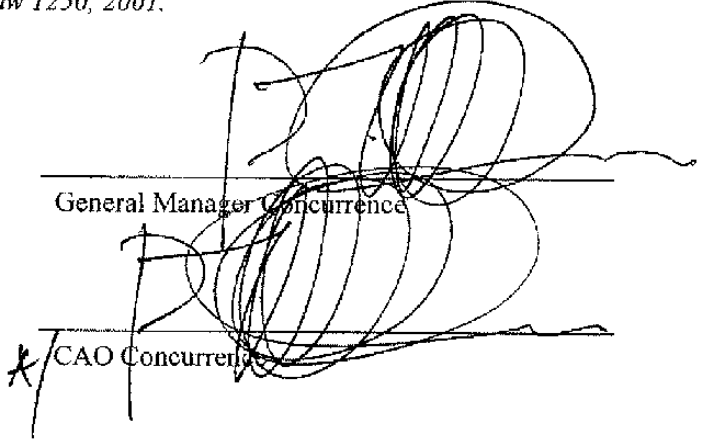
That staff be directed to register a Notice on title pursuant to Section 57 *Community Charter* and should the outstanding bylaw contraventions not be resolved within ninety (90) days, that legal action be pursued to ensure Lot B, Section 8, Range 3, Cedar District, Plan VIP66503, is in compliance with the "*Regional District of Nanaimo Building Regulation & Fees Bylaw 1250, 2001.*"

Report Writer



Manager Concurrence

General Manager Concurrence



CAO Concurrence

COMMENTS:



RDN REPORT	
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MAR - 6 2008	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
Manager, Long Range Planning

DATE: March 3, 2008

FROM: Chris Midgley
Sustainability Coordinator

FILE:

SUBJECT: **Background Paper: *Regional Growth Strategy Review 2007-2008: An Assessment of Regional Growth Management Related Challenges and Opportunities***

PURPOSE

The purpose of this report is to recommend that the background paper entitled *Regional Growth Strategy Review 2007-2008: An Assessment of Regional Growth Management Related Challenges and Opportunities* ('the paper') be received by the Regional District of Nanaimo (RDN) Board of Directors.

The purpose of the paper is to outline the challenges faced by the RDN and member municipalities in implementing the Regional Growth Strategy (RGS), and identify potential opportunities for overcoming these challenges. The paper is presented to the Board for information purposes, and is intended as a tool to foster discussion about how to implement the Regional Growth Strategy more effectively than trends currently indicate.

BACKGROUND

The RDN and member municipalities are currently undertaking their regular five-year review of the Regional Growth Strategy. As part of this process, RDN staff is preparing several background papers that highlight the extent to which the Regional Growth Strategy is being implemented, and how well the RDN is progressing toward its vision for a sustainable region.

In the paper considered here, the information represents a summary of the challenges that have been brought to the attention of the RDN's Development Services Department in the five years since the last review. Broadly stated, the challenges identified are:

- Implementation of the RGS;
- Location of the Urban Containment Boundary (UCB);
- Affordable housing;
- Achieving desired densities in the urban areas;
- Reducing greenhouse gas emissions;
- Servicing for village centres;
- Parcel size in rural areas;
- The future use of resource lands;
- Locations for large scale recycling and solid waste processing facilities; and
- Location of ecoindustry.

A number of factors have contributed to these challenges being brought to the forefront over the last five years. These factors include population growth occurring faster in the electoral areas than in the municipalities; resource lands are being converted to other uses; housing is becoming less affordable in the region; transit ridership remains low and regional residents are heavily dependent on the automobile; air quality frequently exceeds acceptable levels for ground level ozone; and our per capita use of electricity and natural gas (and consequently greenhouse gas emissions) are rising.

While these challenges may seem daunting, equally important are the opportunities for the Regional District of Nanaimo and its member municipalities to adapt the Regional Growth Strategy in a way that reverses these trends. This will necessitate the Regional District of Nanaimo and its member municipalities coming together to develop a collaborative, consensus based approach to encouraging forms of development that enhance urban liveability and protect rural integrity by balancing regulation, innovation and fiscal responsibility.

ALTERNATIVE

1. That the Board receive the attached background paper entitled *Regional Growth Strategy Review 2007-2008: An Assessment of Regional Growth Management Related Challenges and Opportunities*.
2. That the Board not receive the attached background paper entitled *Regional Growth Strategy Review 2007-2008: An Assessment of Regional Growth Management Related Challenges and Opportunities*.

DEVELOPMENT IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The staff time and budget to develop this and other background papers is accounted for in the 2007 and 2008 Growth Management Budgets. Meetings and other activities necessary to discuss the challenges and opportunities presented in the attached paper are also accommodated in the aforementioned budget; as well as in general operating budgets for the RDN.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

PUBLIC CONSULTATION IMPLICATIONS

If received, the background paper entitled *Regional Growth Strategy Review 2007-2008: An Assessment of Regional Growth Management Related Challenges and Opportunities* will be used by staff in developing outreach and consultation materials as necessary to communicate with the public through the current five-year RGS review process.

SUMMARY/CONCLUSIONS

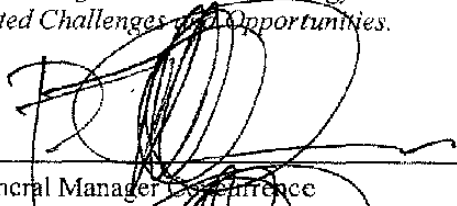
This report presents a background paper entitled *Regional Growth Strategy Review 2007-2008: An Assessment of Regional Growth Management Related Challenges and Opportunities* to be received by the RDN Board of Directors. The paper, written as part of the five year review of the Regional Growth Strategy, reveals that the RDN and member municipalities are encountering significant challenges in implementing the Regional Growth Strategy. Consequently, we are not always progressing toward regional sustainability. Each challenge, however, presents a corresponding opportunity to respond with new or reiterated commitments to be incorporated into an updated Regional Growth Strategy.

Capitalizing on these opportunities will require a collaborative, consensus based approach to problem solving with strong leadership, firm dedication on the part of staff and significant outreach and education to build the public support that is ultimately necessary to enable decision-making in support of coordinated, well-planned regional growth.


RECOMMENDATIONS

That the Board receive the attached background paper entitled *Regional Growth Strategy Review 2007-2008: An Assessment of Regional Growth Management Related Challenges and Opportunities*.


Report Writer


General Manager Concurrence

Manager Concurrence


A/ CAO Concurrence

COMMENTS:
reports/development/2007



Shaping Our Future

THE REGIONAL DISTRICT OF NANAIMO
GROWTH STRATEGY REVIEW

Regional Growth Strategy Review 2007-2008

**An Assessment of Regional Growth Management Related
Challenges and Opportunities**

February 2008



Regional Growth Strategy Review 2007-2008

Challenges and Opportunities

Introduction

The Regional Growth Strategy (RGS) has been in place for ten years and in that time it has been modified and changed on several occasions, most notably during the Five-Year review process which took place in 2003. Despite these changes, the eight original goals have remained the same:

- Goal 1.** Strong Urban Containment
- Goal 2.** Nodal Structure
- Goal 3.** Rural Integrity
- Goal 4.** Environmental Protection
- Goal 5.** Improved Mobility
- Goal 6.** Vibrant and Sustainable Economy
- Goal 7.** Efficient Services
- Goal 8.** Cooperation Among Jurisdictions

While these goals have endured, significant challenges that are impeding the Region's progress toward achieving the vision and goals of the RGS have become evident. Broadly stated, the main challenges that have been brought to the attention of the RDN's Development Services Department in the five years since the last RGS review are:

- Implementation of the RGS;
- Location of the Urban Containment Boundary (UCB);
- Affordable housing;
- Achieving desired densities in the urban areas;
- Reducing greenhouse gas emissions;
- Servicing for village centres;
- Parcel size in rural areas;
- The future use of resource lands; and
- Locations for large scale recycling and solid waste processing facilities;
- Location of ecoindustry.

This report examines each of these challenges in turn, identifying the consequences of continuing along the current path, and indicating the opportunities to address each challenge in an updated RGS. This report is not intended to dismiss other issues and challenges that have been raised, or that come to the forefront as the RGS Review proceeds. Other challenges that are identified will be addressed through the RGS review.

Challenges and Opportunities

IMPLEMENTATION OF THE RGS

Challenge: While there is support for the broader, region-wide goals stated in the RGS, the specific actions necessary to implement these goals have not been taken.

The RGS is a policy document that establishes the desired direction for the type and location of development on a region-wide basis. Implementation of the RGS takes place through Official Community Plans (OCPs) and Zoning Bylaws, and generally occurs in the following manner: the RGS establishes region-wide goals; for each RGS goal there are policies providing direction to each community; each community has an official community plan which states how the RGS goals will be implemented in that community; and finally the policies in the official community plan are then

implemented by adopting new bylaws and regulations pertaining to growth and development such as land use, subdivision and environmental protection. For example, each community can implement the goals of the RGS by adopting regulations, bylaws and incentives that support growth in the identified urban areas and limit growth in the rural areas.

Indications that the RGS is being implemented successfully would include: higher rates of growth in urban rather than rural areas; increasing densities in urban areas; better air quality; fewer trips by automobile; more people cycling, walking and taking public transit to work and school; and more housing choice in urban areas. While there are signs that some components of the RGS are being implemented successfully, data from a variety of sources indicate that much more needs to be done to achieve the RGS goals.

The report titled *Prospering Today, Protecting Tomorrow, The State of Sustainability of the Regional District of Nanaimo* (November 2006), documents how well the region is progressing towards attaining the goals of the RGS. That report concludes that overall, the region is not doing well in its efforts to become more sustainable. The lack of progress in implementing the RGS is highlighted by several indicators in that report:

- Regional population growth is faster outside the UCB than inside the UCB, and our land use bylaws permit the subdivision of many more small acreages;
- Regional open spaces and forest lands are being converted to other uses;
- Transit ridership remains low even though most residents live within walking distance of a bus stop;
- We are heavily dependent on the private automobile. Our use and per capita number of private automobiles are increasing, and transportation is our greatest contributor to green house gas emissions;
- Our air quality frequently exceeds the recommended acceptable health levels for ground level ozone; and
- Our per capita electricity and natural gas consumption rates are high compared to other areas, and continue to increase.

Data from other reports and assessments support these findings. The latest figures from Statistics Canada show that population growth in the rural parts of the RDN is much faster than in urban areas. According to the 2006 Canada Census all but one of the electoral areas are growing faster than the municipalities. In particular, Electoral Areas C and F, the two considered to be the most rural, are growing faster than the Electoral Areas and municipalities that are considered more urban. This rapid growth in outlying areas demonstrates that the RGS is not being implemented effectively. Not enough has been done to support growth in urban areas and discourage growth in rural areas.

In addition, the RDN's *Land Inventory and Residential Capacity Analysis* completed in 2007 shows that there has been little progress in achieving higher densities in the urban parts of the RDN. In 2006 the average density of the urban areas in the municipalities was just under 6 dwelling units per hectare, while the average density of the village centres in the electoral areas is much lower at less than two units per hectare. This low level of density is likely to persist given current zoning, which favours the conventional pattern of residential development that has predominated in the region to date, namely single family detached homes located away from existing town and village centres.

Specifically, the *Analysis* predicts that under current zoning, the range of housing choice at full build-out will remain as narrow as today, with more than 67% of all new residential development taking the form of single family detached homes. Furthermore, more than a quarter (28%) of all new residential development will take place outside of urban areas (as delineated by the RGS's Urban Containment Boundaries).

In addition, many official community plans continue to recognize historic zoning in rural areas and most do not support an increase in densities for designated urban areas. This is despite new concerns related to climate change, loss of green space, and impacts on groundwater. The same pattern of development

continues with single family homes on large lots located far away from most services and amenities. The only practical way for these people to get to work and access shopping, schools, and medical facilities is to drive. This land use pattern does not support public transit and for most people, the distance to these services is too far to walk or cycle.

Opportunity: Take a proactive approach to implementing the Regional Growth Strategy.

The opportunity is still available to take a more proactive approach to implementing the RGS while at the same time achieving other goals and objectives relating to sustainability and greenhouse gas reduction. The RGS provides direction on what should be done. It is now a matter of taking the necessary steps and implementing the growth strategy with actions such as changing zoning and adopting incentive measures to support the attainment of the RGS goals.

THE LOCATION OF THE URBAN CONTAINMENT BOUNDARY (UCB)

Challenge: Locating the UCB so that it strengthens urban containment while accommodating expected growth in the region.

The UCB is a line on the map that distinguishes urban from rural land. A well-defined and appropriately located UCB is intended to ensure that growth occurs in a coordinated, well-planned fashion, resulting in compact urban centres surrounded by productive forest and agricultural land. By concentrating most development within urban areas, the UCB limits low-density, rural sprawl resulting in economic, social and environmental benefits for local governments and residents.

The economic benefits of a compact urban form include more efficient and cost-effective delivery of infrastructure, including transportation, utilities and community services. This allows local governments to invest tax dollars in a way that provides the greatest possible benefit to the most number of people. Residents also benefit economically as compact urban areas bring together the critical number of people needed to support local commercial enterprises as well as transit. A vibrant local economy supports people with daily needs and good jobs close to home, while frequent, reliable transit can reduce or even eliminate reliance on the private automobile, resulting in potentially significant savings for households.

Socially, the benefits of contained urban areas arise when diverse groups of people come together in the shared public spaces that characterize cities. Chance encounters between people walking through pedestrian-friendly neighbourhoods or visiting the cultural amenities that are concentrated in compact cities tend not to occur in low-density, single use or auto-oriented communities. Other social advantages relate to the health benefits that come from increased walking and cycling, as well as lower levels of air pollution due to reduced automobile use.

This reduction in air pollution ties into the environmental benefits that emerge when an appropriately located UCB is respected. Reduced lengths and frequency of automobile trips result in fewer greenhouse gas emissions and improved air quality. In addition, focusing development inside the UCB alleviates pressure on open spaces, natural habitat, resource lands and rural areas, preserving the functional and aesthetic integrity of the rural landscape.

It was these aspirations for well-planned development, and concerns over the alternative, sprawling pattern that led the RDN to develop the Regional Growth Strategy in 1997, with the UCB as the cornerstone to that plan. The UCB is central to achieving all of the RGS goals, and critically important to Goal 1: Strong Urban Containment and Goal 3: Rural Integrity.

In its current location, the UCB represents an agreement between all RDN members regarding where urban development will be supported, and where it should not occur. Lands that were specifically excluded from urban development include the Agricultural Land Reserve, managed forest lands and other undeveloped rural areas without community sewer and water service. Furthermore, when the RGS was drafted in 1997, it was recognized that the UCB should be considered:

“as a permanent limitation to development; revisions result in “phased sprawl” and defeat the purpose of the UCBs. Hence, even 5-year amendments should be limited in scope.”

Despite this original consensus, as well as the various benefits associated with urban containment described above and assessments¹ that indicate that there is currently enough land in urban areas to accommodate the region’s projected residential growth for the next 30 years, there is ongoing pressure to move the urban containment boundary to allow development proposals in rural areas.

Opportunity: Reaffirm a collective commitment to urban containment and compact mixed use urban development.

Given the increasing challenges local governments are facing with respect to the delivery of services, coupled with escalating public concern over climate change, the recognition that the quality and character of the landscape is negatively affected by conventional patterns of development, and a growing awareness of the limits to growth, urban containment can be made a priority now more than ever. By contrast, policies that support residential development far from jobs, schools, services, shopping, and recreational facilities will be increasingly seen as fiscally imprudent, resulting in dwindling resources available for investment in social and ecological infrastructure with consequences that affect the health and well-being of present and future residents of the region.

Therefore, the Regional District of Nanaimo and its member municipalities can reaffirm their commitment to urban containment and compact mixed use development by coming together and agreeing by consensus on the appropriate location of the UCB based on a collectively understood rationale, and implementing the policies that support this commitment.

AFFORDABLE HOUSING

Challenge: Housing in the Region is getting more expensive, and housing choice remains relatively narrow, putting adequate, affordable housing out of reach for many residents.

Available, affordable housing has wide ranging benefits for the individual, for families and for the community. The provision of an appropriate housing mix, including town homes, apartments, and garden suites as well as single-family homes, directly affects the social, economic and environmental sustainability of the region, allowing people of varying means, ages and family types to live in their community of choice, and contribute to the strength and success of that community.

In the Regional District of Nanaimo, housing is becoming less affordable as average house prices rise much more quickly than average incomes (Figure 1). This is exacerbated by a relatively narrow housing choice, with 67% of homes as single-family detached dwellings, the most expensive housing type.

A consequence of this lack of affordable housing, as indicated in the *State of Sustainability Report*, is that the RDN has one of the highest percentages of people in ‘core housing need’ in the Province. A household is considered to be in core housing need if householders do not live in, and are unable to access acceptable housing – housing that is affordable (costs less than

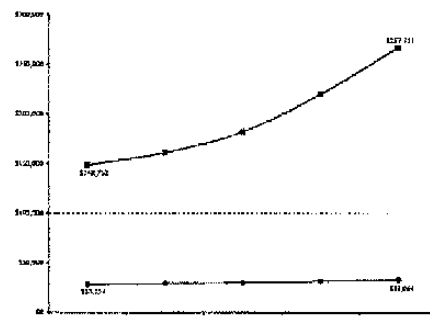


Figure 1:
Change in House Prices
Change in Income
(2001-2005)

¹ Residential capacity analyses were conducted by the RDN in 2001 and 2007 and by the City of Nanaimo in 2007. All of the analyses concluded that there is enough land available for development to meet housing demand for the next 30 years without expanding the urban area.

30% of the household's gross, before-tax income), in adequate condition, and is of a suitable size. Over 8% of homeowners and 36% of renters were in core housing need in 2001. As well, the RDN has the highest number of applicants per subsidized housing unit in the Province (6.7 applicants per unit), nearly double the Provincial average.

Opportunity: Influence housing affordability through land use regulations and development approvals.

Although local governments have no role in income support programs they do have a role in shaping housing supply. Currently, the RGS contains one policy that references affordable housing:

Nodes should be designed to accommodate people from a variety of cultural, economic, and employment backgrounds. Nodes should not be allowed to become exclusive places. The design of housing and public facilities should reflect the needs of the broad local community. Nodes should provide for the housing needs of many groups – families, singles, retired, working, the aged, the disadvantaged, and those of lavish or modest means.

The RGS could provide more direction and establish policies for action or agreements that will address the issue of housing affordability. The CRD and GVRD have used their regional growth strategies to establish regional housing policies. Some examples of the types of policies that could be included in the RGS are:

- The RGS could state that a regional affordable housing strategy will be developed to improve housing affordability;
- The RGS could be used to set targets for new affordable housing units or to reduce the number of people in core housing need. Each member would then indicate how it intends to meet those targets in its regional context statement;
- The RGS could direct the RDN and its member municipalities to investigate the provision of social housing;
- The RGS could require members to indicate how they will ensure that existing rental housing will be upgraded and maintained in regional context statements;
- The RGS could direct members to investigate options for promoting housing affordability including incentives, regulations, best practices, approvals processing, fees, taxes and partnerships.

Both the CRD and GVRD have taken the approach of developing a separate regional affordable housing strategy.

To complement affordable housing initiatives, the RDN could also work toward providing more and better transportation options through land-use planning that is supportive of transit, walking and cycling, reducing the need for a car, making more income available for housing or other purposes.

ACHIEVING DESIRED DENSITIES IN THE URBAN AREAS

Challenge: The densities needed to support regular transit, local commercial uses and walkable neighbourhoods are not being achieved in the urban areas of the RDN.

The RGS has designated urban areas and includes policies to support higher densities and nodal development, but actual development is regulated largely by zoning, and overall, desired densities are not being achieved in urban areas.

Concern about sprawling, low-density development was one of the catalysts that triggered the initiation of the regional growth strategy more than 15 years ago, and higher densities are a key component of the RGS goals for urban containment and nodal development.

The benefits associated with high density development in compact urban areas are numerous and well known. Frequent, reliable transit is feasible, and travel by foot or bicycle to local amenities and shops are viable options. Consequently, fewer cars are on the road, greenhouse gas emissions are reduced, and air quality improves, resulting in the improved health of residents. Municipal infrastructure can be provided at a reduced per capita cost, while development pressures on resource and agricultural lands and natural habitat is reduced, resulting in greater environmental protection and preservation of rural integrity. Also, high density centres can accommodate a wide range of housing types, making housing more attractive and affordable to a wider segment of society.

By contrast, continued low density development runs contrary to the vision for a sustainable region as it generally tends to have the following outcomes:

- high levels of traffic congestion and pollution;
- few choices in getting around;
- loss of resource lands and open spaces;
- high housing costs and few housing choices;
- more roads and infrastructure to maintain;
- environmental damage from ever-expanding development;
- increasing obesity, diabetes, asthma, and other health problems related to poor air quality and an inactive lifestyle.

Currently, none of the urban areas in the RDN meet the required density for hourly transit service. The City of Nanaimo and the eastern portion of Qualicum Beach have the highest densities at just over 6 dwellings per hectare. According to BC Transit, effective hourly bus service requires a density that approaches 10 dwellings per hectare (Figure 2).

SERVICE DESCRIPTION	DENSITY (Dwellings/ha)
Local bus, daytime hourly service	9.88
Local bus, extended hours and 60 minute service, or 30 minute daytime service	17.20
Frequent bus service, some express	22.23
Very frequent service (@5-10 minutes)	37.05

Figure 2: Transit Service Related to Density

Adding to the challenge, there are a number of contributing factors that makes achieving higher densities in urban areas difficult. At the outset of a project, proposals for higher density development are often met with opposition from the community. People feel threatened by changes in the character of their neighbourhood and believe that an influx of people will take away the rural character that made the RDN attractive to begin with. Compounding this is the fact that development outside of the urban areas at lower densities is particularly attractive because of land availability and development capacity, lower land costs and, consequently, relatively affordable, large homes. This in turn perpetuates market demand for conventional residential development. In areas that are already built up, achieving higher densities requires significant residential redevelopment, which is not feasible for development companies and must therefore take place incrementally, owner by owner, over an extended period of time. Finally, most of the zoning currently in place in the region sets a maximum (as opposed to a minimum) density. Many developments are built at lower than these maximum densities, thereby reducing the capacity for the region to accommodate new housing.

Opportunity: Use the RGS to provide strategic direction on how high quality, strategically located density can make the region more sustainable, liveable and affordable, and facilitate the gradual densification of existing neighbourhoods.

As the Regional Growth Strategy is a key document for directing land use it could contain more specific policies with respect to nodal development and density. As well, in association with the RGS, education and awareness on the benefits of compact development should be provided. The RGS could also include policies on incentives for densifying existing neighbourhoods, including rezoning to allow secondary or garden suites.

REDUCING GREENHOUSE GAS EMISSIONS

Challenge: Greenhouse gas (GHG) emissions are rising in the Region and the RDN has progressed slowly in effecting the policy changes, and facilitating the behavioural changes that will dramatically reduce per capita GHG emissions.

There is a general awareness that GHG emissions are largely caused by human activities, and that there is a strong connection between GHG emissions and climate change. However, GHG emissions in the Region continue to rise. Since GHG emissions in this Region are almost entirely tied to land use patterns, and specifically to transportation and building energy use, the RGS plays a key role in directing how GHGs will be reduced.

The Province has targeted a 33% reduction in greenhouse gas emissions from 2006 levels by 2020. It is necessary for an updated regional growth strategy to include targets for achieving these reductions. For the RDN, promoting a land use pattern that is compact, makes use of existing infrastructure and is supportive of a variety of modes of transportation can make a significant contribution to emission reductions. Some of the essential actions are:

- Strengthen urban containment through zoning and development approvals;
- Encourage Green buildings through education and with financial incentives;
- Promote mixed-use nodes through zoning;
- Remove barriers to clean, renewable energy use;
- Support transit-oriented development;
- Support the densities and require the infrastructure to create walkable communities
- Provide cycling facilities including bike routes along streets, end-of-trip facilities in workplaces, as well as free tips for maintenance and safe riding; and
- Use zoning and incentives to encourage jobs and services close to homes.

While the RGS indirectly supports the reduction of GHGs, it is now necessary to specifically outline how GHGs will be reduced.

Opportunity: Use the RGS to influence transportation and building related GHGs.

Since transportation and building related GHGs account for nearly 100% of regional GHG emissions (Figure 3), the Regional Growth Strategy has the ability to influence the majority of GHGs in the region through its land use and transportation policies.

The RGS has a role to play both in helping to mitigate climate change impacts and in improving the region's adaptive capacity to reduce those impacts. This role includes influencing the patterns and form of where we live and work, how we move around, how far we have to travel by car, and recognizing the importance of protecting our natural assets.

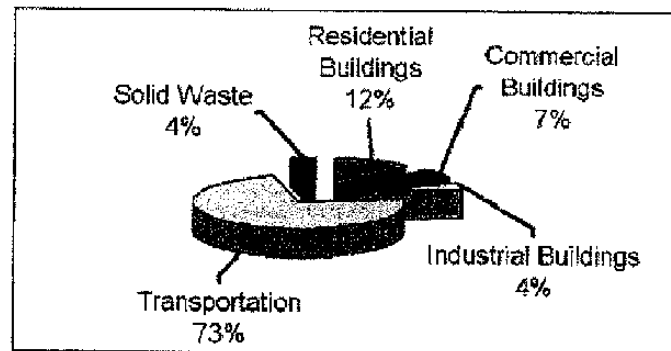


Figure 3:
2002 Region-Wide GHG Emissions by Sector

As the RGS is the key document for influencing land use and in turn transportation alternatives, it should contain specific direction with respect to urban containment, nodal development, density, and infrastructure for walking, cycling and public transit. As well, The RGS will be required to include targets and policies on how GHGs will be reduced.

SERVICING FOR VILLAGE CENTRES

Challenge: There is a lack of servicing at identified nodes, and a potential inability to service these nodes efficiently and cost effectively for the long term using conventional infrastructure.

The RGS identifies urban areas, including the village centres, in the Regional District, but development of these nodes requires the provision of community water and sewer services. Currently, there is no strategy in place to determine how to best provide these necessary services. Furthermore, there have been no technical assessments undertaken to determine if these village centres can be serviced efficiently and in a cost effective manner.

The provision of community sewer in the village centres has been an issue since the RGS was first adopted. Development is being directed toward village centres and developers are advised that new development should be connected to a community sewer system, despite the fact that there is no community sewer system in place. This requirement adds costs that make development in village centres less attractive than in outlying areas, perpetuating the tendency toward low density rural development. Additionally, establishing a community sewer system by getting resident approval to establish a local service area has not been successful, and thus far development proposals within village centres have not been large enough for a developer to bear the costs associated with establishing a community sewer system.

As it becomes increasingly important to concentrate people in more compact forms of development, effective servicing for these centres will be essential, and will require capacity to accommodate growing populations while preserving groundwater tables, minimizing impacts on the landscape, without imposing an unbearable fiscal burden on taxpayers.

Opportunity: Explore innovative and cost effective ways to service areas within the Urban Containment Boundary with community water and sewer facilities, and review the location of existing village centres.

Goal Number Seven of the RGS aims to have all new and existing development within the Urban Containment Boundary (UCB) serviced by a community sewer system. While much of the land within the UCB is currently serviced by a community sewer system, there are still several areas within the UCB where a community sewer system has not been established. These unserved lands within the UCB are primarily in the village centres in the electoral areas.

If the RGS goal of supporting nodal development within the established village centres is to be realized then a reassessment of the location of the village centres and/or a new servicing approach is required. With respect to the location of the village centres, a review could be conducted that focuses on the feasibility of providing community sewer and water services. While the locations of many of the village centres are based on historical community development, it may not be feasible to provide services to these designated urban growth areas. Difficulties in servicing these areas could be the result of a wide range of factors including excessive cost, no source of water supply or unacceptable ecological impacts. Alternatively, there may be areas outside of the current UCB where it is much easier to provide services by extending an existing community system.

As the village centres represent the historical hearts of the communities, there is likely to be a strong desire by community members to see these areas remain as centres. In such cases, it may be worth exploring alternative approaches to servicing. Emerging trends that connect clusters of development to flexible treatment facilities modeled on ecological systems have proven to be extremely effective and adaptable to changing populations.

This decentralized approach to water and wastewater could help to encourage compact development in the heart of these communities as a developer would not be expected to establish a community water and/or sewer system that would eventually service a much larger area. With this approach the focus

would be on completing only the desired development. If feasible, such innovation in the provision of services could yield additional benefits associated with the concentration of expertise in the Region, and recognition for leadership in alternative appropriate technologies.

PARCEL SIZE IN THE RURAL AREAS

Challenge: Identifying a minimum parcel size in rural areas that supports the goals of strong urban containment and protecting rural integrity.

An ideal minimum parcel size for most rural private property in the RDN has not been identified. The original Regional Growth Management Plan (RGMP) from 1997 suggested parcel sizes of 8 ha for land in the ALR and 50 ha for private managed forest land, however no specific sizes were identified for rural residential parcels. Identifying an ideal parcel size is a recommendation from the amended (2003) RGS:

“The RDN and member municipalities agree to investigate the ideal and practical minimum parcel sizes for resource uses on lands designated as Resource Lands and Open Space.”

A significant challenge in providing a rationale for an ideal parcel size lies in defining rural integrity. In some parts of the region, rural integrity may be consistent with residential lots ranging in size from 1,000m² to 4,000m² (1/4 acre – 1 acre), while in other places rural integrity may require the presence of farms on large acreages, and still in others it may require large tracts of undeveloped forested land.

To date, the meaning of rural integrity has been described in individual OCPs. For the most part, each OCP has recognized existing uses and parcel sizes, and has supported the continuance of smaller parcel sizes of an acre or less. Where OCPs have recognized that parcel sizes should be larger, those policies have not always been implemented, and as a consequence the zoning that permits the creation of smaller parcels is still in effect.

The result of maintaining relatively small minimum parcel sizes in rural areas is reflected in the latest population growth figures from Statistics Canada. According to the 2006 Canada Census, all but one of the electoral areas are growing faster than the municipalities in the RDN. Furthermore, Electoral Areas C and F, which have the least amount of urban development, are growing faster than the Electoral Areas and municipalities which are more urban. This contradicts the aim of the RGS, and presents a potentially significant source of controversy between the RDN and member municipalities, each of whom are meeting limited degrees of success in implementing the RGS and controlling rural sprawl.

Opportunity: Use the RGS review to come to consensus on a definition of ‘rural integrity’ for the region, and identify ideal minimum parcel sizes for new lots in different rural land categories without decreasing the parcel size.

As long as the minimum parcel size for subdivision remains relatively small in rural areas of the RDN, growth will continue in rural areas at a high rate. Thus, the only practical way of discouraging ongoing rapid growth outside the UCB is to significantly increase the minimum parcel size for new subdivisions.

Currently, based on the servicing standards from the Ministry of Community Services, the smallest parcel of land that can be created without servicing is 1 ha. Therefore it may be reasonable to require that all lots outside of the UCB be a minimum of 1 ha for new subdivisions. This would significantly reduce the potential number of new lots in rural areas.

This, however, is an extremely difficult political course of action, having direct, financially measurable consequences for significant numbers of people living outside the UCB. To mitigate this, the RDN, through the RGS process will require extensive consultation with local residents in electoral areas in an effort to form a collaborative vision for preserving rural integrity in the vision, and to build the political support and buy in for that vision among RDN members.

RESOURCE LANDS

Challenge: The ability of forest companies to sell and/ or develop privately owned land.

Much of the regional district is comprised of privately managed forest lands owned by forestry companies. As part of the productive forest, these lands are important to the strength of the local economy, and while they are privately owned, they also serve as significant recreational areas and green spaces that are highly valued by the community.

Due to economic challenges in the forestry sector, the forestry companies are reviewing their land holdings to determine which lands have a higher value for non-forestry uses, including residential development. Examined within the context of regional development, converting these lands to urban or suburban uses would be in direct conflict with the RGS, particularly with Goal 1-Strong Urban Containment and Goal 3-Rural Integrity.

Firstly, all these forest lands lie outside the UCB, therefore directing development to these areas would weaken urban containment, and promote sprawl into rural areas, exacerbating many of the problems outlined in this document.

Secondly, development of these lands is not needed to accommodate projected future population growth. Using these lands to do so would mean choosing an extremely inefficient way to accommodate people, and would require extending expensive services well beyond current limits. This would put an extraordinary strain on local government resources, and would inevitably result in an inequitable system of taxation whereby residents in existing developed areas would disproportionately finance the development and maintenance of new services in distant areas.

From an environmental standpoint, converting forest lands to rural-residential uses would eliminate tracts of natural habitat, harming local ecosystems and their biodiversity and permanently establishing a land-use pattern known to generate high levels of greenhouse gas emissions, and cause other negative health effects.

Finally, the broader economic consequences of converting productive forest land to residential uses includes the closure of future opportunities for a diversified local forest economy that capitalizes on, as examples, recreation, non-timber forest products, and the development of local value-added industries. This represents a major opportunity cost, all for an immediate, one-time return that is of primary benefit to individual forest companies.

Opportunity: Collaborate with private forestry companies, the Private Managed Forest Land Council and the Provincial Ministry of Forests in the development of a long-term, integrated forestry and recreation land and resource use plan.

A productive forest landscape in the RDN supports a vibrant local economy, and preserves an authentic component of the regional rural landscape. A collaborative approach to the management of forest lands that advances forest companies' economic objectives, while also contributing to the social well being of residents and the environmental health of the region will create long-term stability for forestry in the RDN.

This approach offers the opportunity to generate wealth from a wide variety of sources. Balancing forestry practices and recreational management with the protection of ecologically sensitive areas will capitalize on growth in nature-based tourism and recreation and will foster diversity in the forest sector by encouraging the use of non-timber forest resources. This can be further supported by strongly promoting a local value-added processing and manufacturing sector.

The result will be greater stability in the industry and the local economy, and resilience to external, uncontrollable forces that influence the economic viability of forestry in the region.

FUTURE SITES FOR SOLID WASTE RECYCLING AND PROCESSING

Challenge: Determining appropriate locations for new recycling and re-use processing facilities.

As the RDN continues to move towards its zero waste goal, much of the waste that currently goes to the regional landfill site will be diverted to other facilities for recycling and processing. As this is a regional challenge that is affected by growth in the RDN, it has been suggested that determining the appropriate location for these sites could be addressed in the RGS.

Locations for recycling and re-use facilities could be identified. In particular, the RDN should consider locations for facilities that could accept wood waste from land clearing, and compost facilities. In both cases, it is best that such facilities be located away from residential and urban areas, as facilities of this nature can create negative impacts such as noise, traffic and odours.

In determining the appropriate location for waste management facilities, the key challenges are finding a location that is far enough from settlement areas to mitigate the above-mentioned impacts, without being so far away that transportation costs are prohibitively expensive. It is also essential to find a site that is large enough, and unconstrained by slope or other relevant environmental factors.

Opportunity: Establish a framework for decision-making to guide the selection of locations for new waste management facilities.

Waste management facilities serve the entire region, thus considering their location could fall within the purview of the RGS. However, the RGS need not necessarily include a site specific designation. Instead, the RGS could include policies, recommendations for best practices and essential criteria that provide a framework to guide decision-making when determining the most appropriate location for waste management facilities.

LOCATION OF ECOINDUSTRY

Challenge: A lack of information regarding the availability of land for ecoindustry, and the demand for new light and heavy industry in the Region.

Ecoindustry refers to an approach to locating and consolidating industries in a way that connects flows of materials and energy for different processes to maximize efficiency, and minimize waste. In fact, the very concept of waste disappears as the by-product of one process becomes the fuel or material resource for another. The resultant network of interconnected facilities, processes and infrastructure is called an ecoindustrial network.

The *Land Inventory and Residential Capacity Analysis* from 2007 points out that the RDN has not gathered together the information that would enable a capacity analysis for industrial lands in the region. In addition, the report states that there is an absence of a medium to long-term demand study for light and heavy industry.

Without this information, it is difficult to determine where new industries should be located, and whether there is the demand and the ability for the region to participate in the evolution from 'industry-as-usual' to the emerging trend toward ecoindustry.

Opportunity: Include policies that support the development of ecoindustry in the RGS and conduct a capacity analysis for industrial land in the RDN.

There is an opportunity for the RDN to act on the recommendations contained in the *Land Inventory and Residential Capacity Analysis*, and identify the availability of appropriate land for industry, as well as the medium and long term demand for industrial land in the region. With clarity on this information, the RDN will be able to set a direction for industrial development that brings together complementary industrial activities in ecoindustrial networks. This will maximize the efficiency of participating industries and minimize the waste generated by industry.

In addition to the environmental benefits of reduced waste and pollution, and the economic benefits associated with the efficient use of resources, a potential benefit that will arise for industries in the RDN that come together as ecoindustrial networks will be the competitive advantage derived from taking a leadership role in this emerging trend. Expertise in the principles and practices of ecoindustry will be an exportable intellectual resource, while the region as a whole may benefit from an enhanced reputation for leadership in ecoindustry and a clear commitment to sustainability in industry.

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MEMORANDUM

TO: Sean De Pol
Manager of Liquid Waste

DATE: February 20, 2008

FROM: Nadine Schwager
Liquid Waste Coordinator

FILE: 1855-04

SUBJECT: Funding Agreement for Project Submissions under the Agreement on the Transfer of Federal Gas Tax Revenues (GTA)

PURPOSE

To obtain Board approval to enter into a legal agreement with the Union of British Columbia Municipalities for the Transfer of Federal Gas Tax revenues for the Gravity Thickener and Solids Contact Tank Expansion projects.

BACKGROUND

On January 23, 2007, the Board approved the following two applications for funding as Regionally Significant Projects under the Gas Tax Revenue Transfer Program.

Southern Community Sewer – Gravity Thickener – \$3.3 million – This project is a component of progressing towards a secondary level of treatment at the Greater Nanaimo Pollution Control Centre. The Gravity Thickener project will improve the capacity for solids removal from the waste stream, reduce chemical usage and reduce our risk of exceeding permitted effluent quality limits. As the process moves to a secondary level of treatment, additional solids will be produced and the gravity thickener will assist in providing the capacity required.

Northern Community Sewer – Solids Contact Tank Expansion - \$1.2 million – The French Creek Pollution Control Centre is a secondary treatment plant which requires expansion to accommodate growth. Expanding the solids contact capacity reduces suspended solids carry over to the secondary clarifiers, thereby improving effluent quality.

Funding was approved in July 2007 by the Union of British Columbia Municipalities (UBCM) for both of these projects. UBCM has forwarded a funding agreement to the Regional District for execution and requires that the agreement be returned with a Board resolution approving the agreement.

ALTERNATIVES

1. Approve the execution of the funding Agreement with UBCM for both the Gravity Thickener and Solids Contact Tank Expansion Projects.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The total project cost for the Gravity Thickeners project is \$3.4 million. Gas Tax funding is providing \$3.3 million and the remaining \$100,000 is covered by Development Cost Charges.

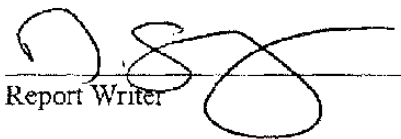
The total project cost for the Solids Contact Tank Expansion is \$1.2 million, all of which is covered by Gas Tax funding.

SUMMARY/CONCLUSIONS

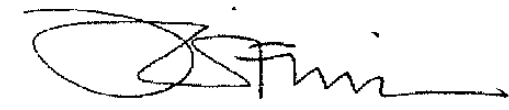
In January 2007, the RDN Board approved applications for the Gravity Thickener and Solids Contact Tank Expansion projects for funding as Regionally Significant Projects under the Gas Tax Revenue Transfer Program. Funding was approved by UBCM for both of these projects for \$3.3 million and \$1.2 million, respectively. Staff recommend that the Regional District enter into a funding agreement with UBCM for these projects.


RECOMMENDATION

That the Board approve the execution of the funding agreement between the Regional District of Nanaimo and the Union of British Columbia Municipalities for the Greater Nanaimo Pollution Control Centre – Gravity Thickeners project and the French Creek Pollution Control Centre – Solids Contact Tank Expansion project.


Report Writer


Manager Concurrence


General Manager Concurrence


CAO Concurrence

COMMENTS:



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MEMORANDUM

TO: Sean De Pol
Manager of Liquid Waste

DATE: February 20, 2008

FROM: Nadine Schwager
Liquid Waste Coordinator

FILE: 5345-30

SUBJECT: Regional Liquid Waste Advisory Committee Terms of Reference
Liquid Waste Management Plan Review Public Consultation Plan

PURPOSE

To amend the Terms of Reference for the Regional Liquid Waste Advisory Committee (RLWAC) and present the proposed Public Consultation Plan for the Liquid Waste Management Plan Review.

BACKGROUND

In January 2008, the Board approved an amended Terms of Reference for the Regional Liquid Waste Advisory Committee. The Terms of Reference did not include First Nation representation. Staff recommend that two First Nation representatives be included on the committee.

A Public Consultation Plan has been prepared for the Liquid Waste Management Plan review. The intent of the plan is to ensure that public input and feedback is received throughout the Liquid Waste Management Plan review process. Staff recommend that the attached Public Consultation Plan be approved.

ALTERNATIVES

1. Approve the amended Terms of Reference for the Regional Liquid Waste Advisory Committee and the Public Consultation Plan for the Liquid Waste Management Plan review.
2. Provide alternate direction to staff.

SUMMARY/CONCLUSIONS

As part of the review of the Liquid Waste Management Plan, the Liquid Waste Department has established a Regional Liquid Waste Advisory Committee (RLWAC). Staff is recommending a revised Terms of Reference for the RLWAC to include two First Nation representatives. Staff is also presenting a Public Consultation Plan for the Liquid Waste Management Plan review for the Board's approval.

RECOMMENDATIONS

1. That the Board approve the Terms of Reference dated March 2008 for the Regional Liquid Waste Advisory Committee.
2. That the Board approve the Public Consultation Plan dated March 2008 for the Liquid Waste Management Plan Review.

[Signature]
Report Writer

[Signature]
Manager Concurrence

[Signature]
General Manager Concurrence

[Signature]
CAO Concurrence

COMMENTS:

Terms of Reference

March 2008

Regional Liquid Waste Advisory Committee

Purpose

The primary role of the Regional Liquid Waste Advisory Committee (RLWAC) will be to advise the Board on the review and implementation of its Liquid Waste Management Plan (LWMP). The RDN's original LWMP was approved by the Province in 1997.

Committee Roles and Responsibilities

The RLWAC will:

- Provide recommendations to the Board regarding programs and policies relating to liquid waste management;
- Liaise between their constituents or organizations and the RDN by providing feedback to the RDN and increasing awareness of liquid waste issues;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with the general public;
- provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information;
- review and become familiar with the RDN's LWMP;
- provide input and feedback on the amendment of the LWMP;
- review reports prepared by the RDN or its consultants;
- review and become familiar with the existing liquid waste management system in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the LWMP and its implementation; and
- make recommendations to increase the effectiveness of the LWMP.

Membership Criteria/Selection

The committee will consist of 22 members. Members will be selected by the Board through an application process. Membership representation will be as follows:

2 members	Business (e.g. Septage Haulers / On-Site Septic System Contractors – 1 north / 1 south)
2 members	Environment Community (e.g. Georgia Strait Alliance)
4 members	General Public (2 north / 2 south)
4 members	RDN Board (representative of municipalities, electoral areas, north and south)
4 members	Municipal staff (Nanaimo, Parksville, Qualicum Beach and Lantzville)
1 member	Ministry of Environment
1 member	Environment Canada
1 member	Department of Fisheries and Oceans
1 member	Central Vancouver Island Health Unit
2 members	First Nations

Membership may be changed as needs or issues arise and other organizations may be called on such as Ministry of Transportation and Islands Trust. The application for committee membership will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- representation of one of the sectors listed above;
- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in liquid waste issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to liquid waste issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

Term

Members will be appointed by the RDN Board for the duration of the LWMP review expected to last 18 to 24 months. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process.

In general, there will be monthly meetings of the committee although, periodically more frequent meetings may be required. Meetings are expected to be held mid-day.

Members are expected to attend all committee meetings and participate in public consultation activities. Lack of attendance may result in members having their membership revoked at the discretion of the committee. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided.

Decision Making

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

RLWAC meetings will be open to the public, however non-RLWAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegates request to speak to the committee will be at the discretion of the committee.

Chairperson

The chair will be one of the RDN Board members appointed to the Committee in order to provide a direct link between the advisory committee and the Board.

**Liquid Waste Management Plan Review
Public Consultation Plan
March 2008**

Objective

To receive public input and feedback on the Liquid Waste Management Plan (LWMP) Review.

Methodology

The following will be implemented as part of the public consultation process:

1. Article in *Regional Perspectives* outlining the LWMP review and providing a link to the RDN's Liquid Waste website page and staff contact information.
2. Website page with information on the review, copy of existing LWMP, discussion papers, committee agendas and minutes, and contact information for providing input.
3. A minimum of two open houses during the review process to present the draft amended LWMP to the public.
4. Focused area meetings as required for specific servicing issues.

Feedback and input from the public can be received through mail, phone and email contacts. At the open houses, one-on-one conversations with the public will allow RDN staff to further receive public input.

In addition to what is identified above, the Liquid Waste Department will look for other opportunities to provide information on the review. A booth or table will be set up with information on the review and provide a chance for both one-on-one conversation as well as contact info (mail / phone / email) for further input. These opportunities may include open houses or public meetings associated with the Pollution Control Centres, Regional Growth Strategy, Official Community Plans, etc.

Inquiries or issues raised by the public will be brought forward through staff or committee members to the Liquid Waste Advisory Committee. Copies of meeting minutes will be made available on the website and upon request. Liquid Waste Advisory Committee meetings are open to the public to attend. As well, committee membership includes public representatives.

Outcomes and Products

At the end of the LWMP review process, we will have an amended LWMP that has passed through public consultation and Board approval. Input and feedback received from the public will be evaluated and will help shape the final LWMP.

This amended LWMP will be submitted to the Ministry of Environment for their acceptance. The Ministry of Environment is also represented on the Liquid Waste Advisory Committee to ensure proper process.

Schedule

The LWMP review will take 12 to 18 months. The website page will be implemented by the end of March 2008 and will be updated monthly. The article in *Regional Perspectives* will appear in the summer 2008 issue. After the advisory committee has completed the review of the LWMP (Spring 2009), it will be presented to the RDN Board and then to the public for input through open houses held in both the northern and southern areas of the Regional District.

Resources

The RDN Liquid Waste Coordinator will be the facilitator of the public consultation activities. She will coordinate all consultation activities under the supervision of Sean De Pol, Manager of Liquid Waste. Associated Engineering will provide consulting services throughout the LWMP review. Their role will include producing discussion papers and the amended LWMP.

Budget

The consultation activities within this plan are expected to be primarily staff time, any additional costs such as publications, hall rentals, and professional assistance, are expected to be minimal and will be covered by the existing LWMP review budget.

Monitoring and Evaluation

The effectiveness of the consultation plan will be monitored throughout the process to ensure that we are receiving some public input. The success of the LWMP review will be evaluated by the successful approval of the amended LWMP by the Ministry of Environment.



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MEMORANDUM

TO: John Finnic
General Manager of Environmental Services

DATE: February 29, 2008

FROM: Sean De Pol
Manager of Liquid Waste

FILE: 5345-03

SUBJECT: Liquid Waste Management Planning Function

PURPOSE

To introduce for first three readings, a bylaw to establish a function for the review and implementation of the Liquid Waste Management Plan (LWMP).

BACKGROUND

In January 1999, the Ministry of Environment approved the RDN's LWMP. The LWMP is a region-wide long range strategy that provides a comprehensive approach to managing liquid waste reduction, treatment, utilization and disposal. The LWMP will be reviewed in 2008 to ensure that this document remains current and accurate.

Funds for the planning and implementation of LWMP initiatives have been provided primarily through the operating budgets for the treatment plants. While all of District 69 contributes in some form to the Northern Community Wastewater service, this is not the case in District 68. The City of Nanaimo, District of Lantzville and a portion of Electoral Area C contribute to the Southern Community treatment plant and the City of Nanaimo and a portion of Electoral Area A contribute to the Duke Point treatment plant. A number of the liquid waste management planning topics apply to all electoral areas including servicing village centres, on-site disposal, stormwater management, package disposal systems, and septage receiving. With a new review and update of the plan underway, staff consider it appropriate to separate the planning and implementation activities from the operating facilities. Planning and implementation will be ongoing and this will ensure that the costs are paid for regionally.

For 2008, staff recommend applying some of the Community Works Funds available for sustainability planning to the Electoral Areas. Staff estimate that \$38,000 would be applicable to the Electoral Areas in proportion to the overall cost and content of the review. The remainder of the costs for 2008 will continue to be applied to the operating budgets for the treatment plants, representing Nanaimo, Lantzville, Parksville and Qualicum Beach's proportion of the overall cost of this program.

For 2009 and beyond, a new service for Liquid Waste Management Planning would be established with all members as participants. The service is to carry out research and planning activities associated with the review and ongoing implementation of the LWMP.

ALTERNATIVES

1. Apply \$38,000 from Electoral Area Community Works Funds to the cost of the 2008 LWMP plan review and approve a bylaw to create a Liquid Waste Management Planning Service commencing in 2009. The cost for the new service would be recovered through a parcel tax.
2. Apply \$38,000 from Electoral Area Community Works Funds to the cost of the 2008 LWMP plan review and approve a bylaw to create a Liquid Waste Management Planning Service commencing in 2009. The cost for the new service would be recovered by way of property assessments.
3. Apply \$38,000 from Electoral Area Community Works Funds to the cost of the 2008 LWMP plan review and approve a bylaw to create a Liquid Waste Management Planning Service commencing in 2009. The cost for the new service would be recovered by way of a combination of population and property assessments.

FINANCIAL IMPLICATIONS

Staff estimate that the annual budget for the new service will be in the range of \$142,000. This will provide for the cost of one full time staff equivalent and consulting fees for specific projects. Staff currently estimate that the tax requisitions for the Northern and Southern Community Wastewater budgets would be reduced by about \$129,200 in 2009. The amounts shown below for Nanaimo, Parksville and Qualicum Beach would be accounted for through the new service rather than through the current Northern and Southern wastewater treatment budgets.

Alternative 1, 2 and 3

Table 1 below summarizes the property value and parcel tax rates using the formulas outlined above.

Table 1

Parcel Tax	\$2.20 per property
Assessment Only	\$.005 per \$1,000
Population/ Assessment	\$.005 per \$1,000

Table 2 below summarizes the cost to properties with typical assessed values:

Table 2

Property Value	\$100,000	\$400,000	\$1,000,000
Parcel Tax	\$2.20	\$2.20	\$2.20
Assessment	\$.50	\$2.00	\$5.00
Population/ Assessment	\$.50	\$2.00	\$5.00

Table 3 below summarizes the participation of each member jurisdiction:

Table 3

	Parcel Tax	Assessments Only	Population/ Assessment
Nanaimo	\$70,485	\$71,755	\$76,180
Parksville	\$13,055	\$12,290	\$11,775
Qualicum Beach	\$10,060	\$10,030	\$9,370
Lantzville	\$ 3,350	\$3,890	\$3,820
Area A	\$6,775	\$5,425	\$6,310
Area B	\$8,105	\$6,420	\$5,285
Area C	\$3,040	\$4,440	\$3,650
Area E	\$7,255	\$9,085	\$7,435
Area F	\$6,815	\$5,815	\$6,325
Area G	\$7,810	\$7,610	\$7,400
Area H	\$5,250	\$5,245	\$4,450
Total	\$142,000	\$142,000	\$142,000

On an overall basis the method of cost recovery makes little difference between member jurisdictions. At an individual property level, looking at \$400,000 as typically representative, it also does not really matter which method is applied. Some argument can be made that larger individual properties do not necessarily generate more liquid waste than smaller ones and therefore a parcel tax is a reasonable measure of benefit from this service.

Administratively, parcel taxes are more challenging than property based taxes. Each jurisdiction has to apply much more staff time to reviewing tax rolls annually – especially ones which are as large as those covering the whole Regional District. The other disadvantage to adding a further parcel tax in the electoral areas is that, once there are more than 3 parcel taxes applicable to a single property, the remaining parcel taxes are identified in a lump sum. This has resulted in quite a few calls each year from taxpayers and staff time to calculate which parcel taxes make up the lump sum values.

SUMMARY/CONCLUSIONS


The Regional District’s Liquid Waste Management Plan provides regional direction for liquid waste reduction, treatment, utilization and disposal. To date, these planning activities have been funded solely through the Northern and Southern Community Sewer Service Areas. These two functions do not account for all of the taxpayers who benefit from liquid waste management planning and the associated implementation activities. Staff recommend a new service be established commencing in 2009 which will include all member jurisdictions and based on the financial analysis above, recommend using a combination of population and assessment to calculate member participation. An individual property owner would pay at a rate of \$.50 cents per \$100,000 of assessment.

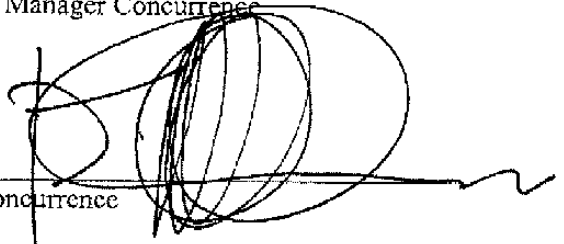
The LWMP review will commence in 2008 and staff also recommend applying \$38,000 from the Electoral Areas Community Works funds to the 2008 update activities.

RECOMMENDATIONS

1. That \$38,000 from the Electoral Areas Community Works funds be used to support the 2008 Liquid Waste Management Plan review.
2. That Regional District of Nanaimo "Liquid Waste Management Planning Service Establishment Bylaw No. 1543, 2008" be introduced, read three times and forwarded to the Ministry of Community Services for approval.


Report Writer


General Manager Concurrence


CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1543

A BYLAW TO ESTABLISH THE SERVICE OF
LIQUID WASTE MANAGEMENT PLANNING
WITHIN THE REGIONAL DISTRICT
OF NANAIMO

WHEREAS under section 796 of the *Local Government Act*, a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service pursuant to section 800.1(2)(b) of the *Local Government Act* for the purpose of liquid waste management planning;

AND WHEREAS the approval of the municipal participating areas has been obtained under section 801.4 of the *Local Government Act*;

AND WHEREAS the approval of the electoral participating areas has been obtained under section 801.5(b) of the *Local Government Act*;

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

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

1. **Service**

The service being established and to be operated is the service of liquid waste management planning (the "Service").

2. **Service Area Boundaries**

The boundaries of the Service Area are coterminous with the boundaries of the Regional District of Nanaimo (the "Service Area").

3. **Participating Areas**

The municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach and Electoral Areas 'A', 'B', 'C', 'E', 'F', 'G' and 'H' are the "Participating Areas" for the Service.

4. **Cost Recovery**

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

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) fees and charges imposed under section 363 of the *Local Government Act*;
- (c) revenues raised by other means authorized under this or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. **Apportionment**

The costs shall be apportioned among the participating areas on the basis of 50% population and 50% on the basis of the converted value of land and improvements in the Service Area.

6. **Maximum Requisition**

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

- (a) One Hundred and Fifty Thousand (\$150,000.00) Dollars;
- (b) a property value tax rate of .005 per One Thousand (\$1,000.00) dollars that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

7. **Citation**

This bylaw may be cited for all purposes as the "Liquid Waste Management Planning Service Establishment Bylaw No. 1543, 2008".

Introduced and read three times this ____ day of _____, 20__.

Received the approval of the Inspector of Municipalities this ____ day of _____, 20__.

Adopted this ____ day of _____, 20__.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	<input checked="" type="checkbox"/> MARCH 11th
FEB 28 2008	
RHD	
BOARD	

MEMORANDUM

TO: Mike Donnelly, AScT
Manager of Utilities

DATE: February 19, 2008

FROM: Deb Churko, AScT
Engineering Technologist

FILE: 5500-21-01

SUBJECT: Utilities
Inclusion into the Rural Streetlighting Local Service Area
Bovanis Road (Bowser), Electoral Area "H"

PURPOSE

To consider the request to include a group of 38 properties located on Bovanis Road, Nile Road, Henson Road, and Chico Road into the Rural Streetlighting Local Service Area (see attached map).

BACKGROUND

The owners of the above-noted properties have petitioned the Regional District of Nanaimo (RDN) to be included in the Rural Streetlighting Local Service Area (LSA). The subject properties are located adjacent to each other on Bovanis, Nile, Henson, and Chico Roads, near the BC Hydro Nile Creek Substation in Electoral Area H (Bowser). There is currently no streetlighting service in the area.

BC Hydro has agreed to install overhead streetlighting davits on hydro poles at 5 locations on Bovanis and Nile Road. As with each RDN streetlighting LSA, BC Hydro would charge the annual cost to operate streetlights to the RDN, and the RDN in turn would recover those costs from the residents of the streetlighting LSA in the form of taxes.

The Rural Streetlighting Local Service Area Bylaw No. 791, 1989 requires an amendment in order to include these properties within the taxation boundary for streetlighting service.

ALTERNATIVES

1. Accept the requests for inclusion into the Rural Streetlighting LSA.
2. Do not accept the requests, and streetlights would not be installed on Bovanis Road and Nile Road.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. BC Hydro has agreed to install streetlighting davits at no charge. If accepted into the Rural Streetlighting LSA, the annual power charges would be paid by the property owners within the streetlighting LSA at a rate of \$6.90 per \$100,000 of property assessment. No Capital Charges or DCCs apply to streetlighting service.

SUMMARY/CONCLUSIONS

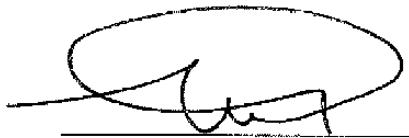
Petitions have been received to amend the boundaries of the Rural Streetlighting Local Service Area. BC Hydro has agreed to install overhead streetlighting davits on hydro poles at no charge. If accepted into the streetlighting LSA, the property owners would pay the annual power costs to run the streetlights.

RECOMMENDATION

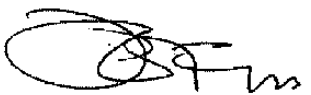
That "Rural Streetlighting Local Service Area Amendment Bylaw No. 791.16, 2008" be introduced and read three times.




Report Writer



Manager Concurrence



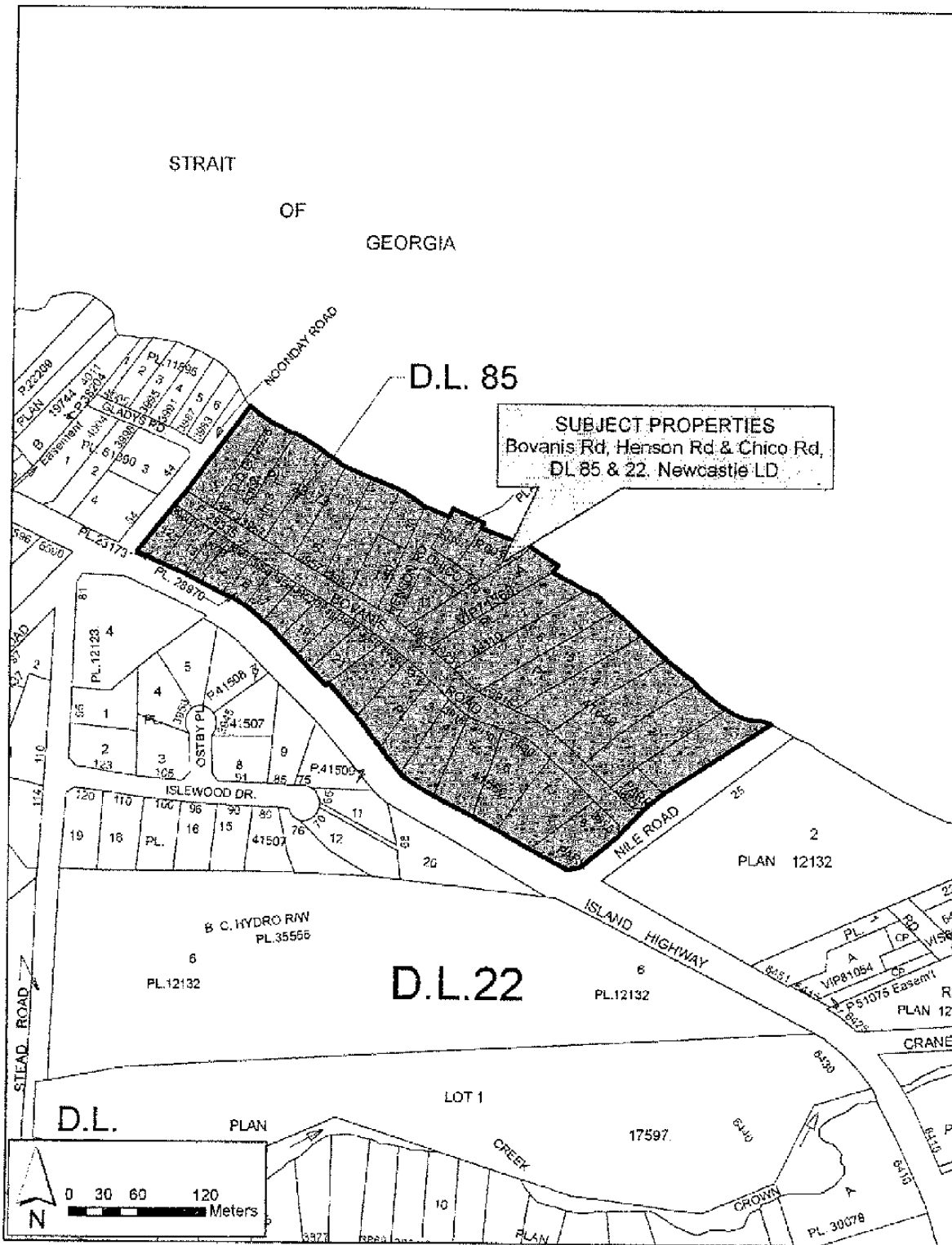
General Manager Concurrence



CAO Concurrence

COMMENTS:

Figure 1 – Site Location Plan



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 791.16

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

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

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

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

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

1. The boundaries of the Rural Streetlighting Local Service Area are hereby revised to include the properties outlined on Schedule 'A' attached hereto and forming part of this bylaw.
2. The amended boundaries of the Rural Streetlighting Local Service Area shall be as shown outlined on Schedules 'B-1', 'B-2' and 'B-3' attached hereto and forming part of this bylaw.
3. Schedule 'B-2' to Bylaw No. 791 is hereby repealed and replaced with Schedule 'B-2' attached to this bylaw.
4. This bylaw may be cited as "Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.16, 2008."

Introduced and read three times this ____ day of _____, 2008.

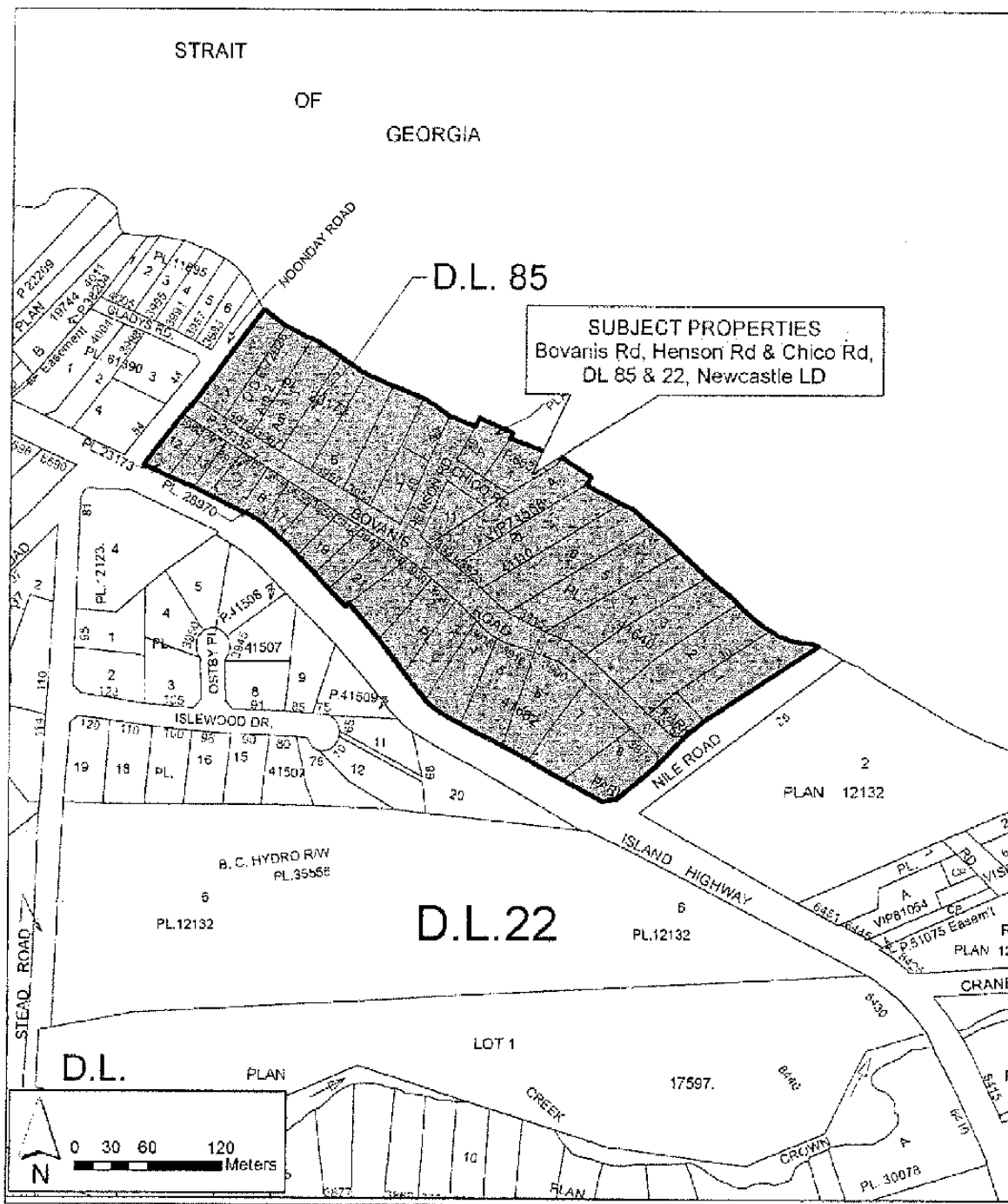
Adopted this ____ day of _____, 2008.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration





KUN REPORT	
CAO APPROVAL	
EAP	
COV	✓ March 17th
MAR 04 2008	
RHD	
BOARD	

MEMORANDUM

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

DATE: March 4, 2008

FROM: Mike Donnelly
Manager of Utilities

FILE: 2240-20-PWS

SUBJECT: City of Parksville/Regional District of Nanaimo Water Supply Agreement

PURPOSE

To obtain Board approval to execute a renewed 5 year water supply agreement between the City of Parksville (COP) and the Regional District of Nanaimo (RDN) for the exchange of water between the COP and the RDN Nanoose water systems.

BACKGROUND

The RDN has constructed a water supply line along Northwest Bay Road in Nanoose to facilitate the interconnection of RDN water local service areas in Nanoose and to provide for the transmission of Englishman River water to the Nanoose water local service area. This supply line was conceived as part of the original Arrowsmith Water Service (AWS) bulk water system and it was intended that the line be used, as needed, to benefit both the COP and Nanoose by conveying Englishman River water to Nanoose in the summer months and Nanoose water to the COP in the winter.

Water is supplied via this supply main under the "City of Parksville and Regional District of Nanaimo Water Supply Agreement" executed in October, 2002. This agreement must now be renewed to allow for the continued supply of water to the Nanoose Bay Peninsula Water Service area in the summer months and, if required, to Parksville in the winter months.

The Northwest Bay Road supply main has provided water to the Nanoose Bay Peninsula since the inception of the original agreement in 2002. Initially water was supplied to the Madrona water service area only. Supply was expanded to include the Nanoose service area in 2004 and in 2007 the Fairwinds service area also received water under this agreement.

Water conveyed to the RDN via the COP intake and distribution system is considered to be part of the RDN's share of AWS bulk water from the Englishman River. The agreement, however, is primarily a vehicle of cooperation and sharing of facilities between the RDN and Parksville and therefore does not directly implicate the AWS Joint Venture or the Town of Qualicum Beach. The COP intake normally operates between May and October, which coincides with the period during which the RDN systems may require additional water. In return, and as originally intended, the COP has requested the agreement provide for reciprocal supply from the RDN Nanoose system to the COP during the winter months when the COP intake is not operating and water is available from the RDN Nanoose groundwater supplies. The conditions of the agreement may change when the new AWS intake and distribution facilities are in place.

The agreement provides for interruption of supply in emergency situations and for charges for the conveyance of water to either party. The proposed commencement date of the agreement is May 1, 2008.

RDN and COP staff have reviewed the proposed agreement renewal, a copy of which is appended as Attachment A.

ALTERNATIVES

1. Execute the agreement.
2. Provide staff with alternate direction.

FINANCIAL IMPLICATIONS

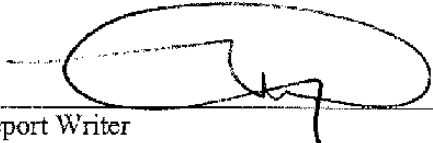
Charges for conveyance of water are laid out in the agreement. Both the COP and RDN will pay equivalent rates for water supplied.


SUMMARY/CONCLUSIONS

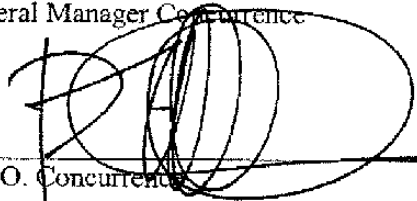
A renewed 5 year water supply agreement between the COP and the RDN has been prepared for the purposes of conveying water between the COP and RDN Nanoose water systems. Conditions for supply, operational responsibilities and charges for conveyance of water are embodied in the agreement, which has been reviewed and agreed to by COP and RDN staff.

RECOMMENDATION

That the Board direct staff to execute the City of Parksville/Regional District of Nanaimo Water Supply Agreement with the City of Parksville for a 5-year period commencing May 1, 2008.


Report Writer


General Manager Conference


A/ C.A.O. Concurrent

COMMENTS:

City of Parksville and Regional District of Nanaimo

WATER SUPPLY AGREEMENT

THIS AGREEMENT made the _____ day of _____, 2008

BETWEEN:

CITY OF PARKSVILLE
P.O. Box 1390
100 E. Jensen Avenue
Parksville, BC
V9P 2H3

(the "City")

AND:

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

(the "RDN")

WHEREAS:

- A. The City operates a water distribution system.
- B. The RDN operates a local service for the supply and distribution of water in the Nanoose area of the Regional District.
- C. The City and the RDN and the Town of Qualicum Beach have entered into an agreement for the development of the Arrowsmith Dam and associated water supply and distribution works (the "Joint Venture").
- D. The Joint Venture Agreement contemplates the construction of a new intake facility on the Englishman River (the "Intake").
- E. Until the Intake is constructed and in operation
 - i) the City is prepared to supply water to the RDN through the City's existing intake, (during periods when that intake is operating) and through the City's water distribution system for use in the Nanoose water service areas, subject to the terms of this Agreement;

- ii) the RDN is prepared to supply water to the City from the Nanoose water distribution system for use in the City, subject to the terms of this Agreement.

THEREFORE in consideration of the terms and conditions in this Agreement, the City and RDN agree as follows:

Definitions

1. In this Agreement:
 - a) "Commencement Date" means the date on which the City begins to provide water to the RDN at the Connection Point under this Agreement.
 - b) "Connection Point" means the point on the City's water distribution system shown in Schedule "A" to this Agreement.
 - c) "Existing Intake" means the Water Intake Facility located at the east end of Turner Road on the Englishman River, which is owned and operated by the City of Parksville.

Conditions of Water Supply

2. This Agreement provides:
 - a) for the conveyance of water that belongs to the Joint Venturers through the City's distribution system to the RDN;
 - b) for the conveyance of water that belongs to the RDN, through the RDN's Nanoose water distribution system to the City.
3. The water that is supplied to the RDN under this Agreement shall be taken into account as part of the RDN's bulk water allocation under the Joint Venture Agreement.
4. The RDN will supply water to the City upon receipt of 90 days written notice from the City to the RDN, and upon the City making the required modifications at the Connection Point to facilitate such provision.
5. Pursuant to this Agreement, the parties shall convey water to each other until the earlier of April 30, 2013 or the date 60 days after the Intake is placed into operation.

Construction of Nanoose Interconnector

6. The RDN has constructed a watermain (the “Nanoose Interconnector”) along Northwest Bay Road from Nanoose to the Connection Point.
7. The Nanoose Interconnector is and shall continue to be equipped with a pressure sustaining device, a flow control device and a flow meter or flow meters for measuring the volume of water that passes the Connection Point.
8. Before undertaking any works or modifications to the works at the Connection Point to the City’s Water Distribution System, the RDN shall advise the Director of Engineering and Operations, who shall (acting reasonably) approve the works.
9. The City shall be responsible for all works and related costs to modify the Connection Point and/or make any other changes necessary to facilitate the supply of water from the RDN to the City.
10. Before undertaking any works or modifications to the works at the Connection Point to the City’s Water Distribution System, the City shall advise the Manager of Engineering, who shall (acting reasonably) approve the works.
11. The RDN shall carry out all works required to construct, operate and maintain the connection to facilitate the supply of water from the City to the RDN at its expense, including any inspection costs incurred by the City in relation to the connection.
12. The Commencement Date will be May 1, 2008.

Supply of Water

13. From the Commencement Date, the City shall endeavour to make available the following maximum volumes of water to the RDN:
 - a) For the peak hour each day
Maximum average demand – 500 Imperial Gallons per Minute
(38 Litres per Second).
 - b) For each day,
Maximum average demand – 300 Imperial Gallons per Minute
(23 Litres per Second).

provided that the City may reduce the volume of water which is supplied to the RDN during any emergency conditions in the City affecting or requiring a supply of water, during any period when the flow of water through the City’s existing intake on the Englishman River is limited or halted, or during any general shortage in the supply of water available within the City. During a general shortage in the supply of water available, the reduction in supply to the RDN shall be in proportion to the reduction that the City is required to bear.

Upon receipt of 90 days notice from the City, the RDN shall endeavor to make available the following maximum volume of water to the City from the Commencement Date until the termination of this Agreement,

- a) 200 Imperial Gallons per minute from the Commencement Date until the termination of this Agreement.

provided that the RDN may reduce the volume of water which is supplied to the City during any emergency conditions in the RDN affecting or requiring a supply of water, or during any general shortage in the supply of water available within the RDN. During a general shortage in the supply of water available, the reduction in supply to City shall be in proportion to the reduction that the RDN is required to bear.

14. The RDN acknowledges that water will only be made available from the City under the terms of this Agreement from May to October each year, which is the normal operating period of the Existing Intake.
15. The City acknowledges that water will only be made available from the RDN under the terms of this Agreement from November to April each year, which is the normal period the City's Existing Intake is shut down.
16. Interruption of Water Supply
 - (a) In the case of an emergency interruption of the supply of water, the party supplying water will endeavour to provide as much notice as is practicable to the party receiving the water, given the circumstances, prior to the interruption.
 - (b) In the case of a non-emergency temporary interruption of the supply of water, the party supplying the water will endeavour to provide the party receiving the water with a minimum of 14 days advance notice of the interruption.
17. The City and the RDN recognize that either party may obtain the desired water volumes reflected in Clause 13 and Clause 14 from any available source, including groundwater and surface water supplies, and both parties will develop, operate and maintain their own independent supplies as they deem appropriate.

Charges for Conveyance of Water

18. In consideration of the RDN's use of the City's existing intake on the Englishman River and the City's piping infrastructure from the existing intake to the Connection Point, the RDN shall pay the City the percentage of the City's operation and maintenance and capital depreciation costs for the City's existing intake and piping infrastructure that is equivalent to the percentage of water taken

from the existing intake that is supplied to the RDN. The City's costs generally include:

Variable Costs

- a) operating and maintenance costs associated with the existing intake and pump house, including electrical, chlorination, repair, labour and material;
- b) pipe flushing for the piping infrastructure from the existing intake to the Connection Point;

Fixed Costs

- c) capital cost depreciation of the existing intake and pump house;
- d) capital cost depreciation of the pipe network from the existing intake to the Connection Point;

Administration Costs

- e) an administration fee of 7.5% of the total variable and fixed costs charged to the RDN.

- 19. All variable costs are to be based on 'actual' costs incurred.
- 20. In consideration of the City's use of the RDN's water from the Nanoose water distribution system, the City shall pay the RDN at a rate per unit of water supplied equivalent to the calculated rate per unit of supply paid by the RDN to the City for water supplied during the preceding billing period.
- 21. The City and the RDN shall arrange to read the water meter in the Nanoose Interconnector and forward a semi-annual usage statement to the RDN or the City, as appropriate.
- 22. The amounts payable to either party under Section 19 and Section 21 shall be paid within 30 days of the date of the Invoice, based on a statement to be provided by the City or the RDN, as the case may be, by January 15 and July 15 of each calendar year. Interest at the rate one percent (1%) per month, compounded annually, shall accrue on any unpaid amounts.

System Operation

- 23. The City shall maintain its Water Distribution System to the Connection Point, including the existing intake. The RDN shall maintain the Nanoose Interconnector and the Connection Point between the two systems.

Repair Responsibilities

24. The RDN shall not be responsible for the construction, repair, operation or maintenance of any part of the City's system except as set out in this Agreement.
25. The City shall not be responsible for the construction, repair, operation or maintenance of the Nanoose Interconnector and any water distribution lines or facilities located in the Nanoose area and which are constructed to serve the residents of the Nanoose water service areas.

Early Termination

26. Despite Section 5, either party may terminate this Agreement on not less than 90 days notice in writing to the other party, provided that in such a case the party terminating the Agreement shall pay the costs of disconnecting the Nanoose Interconnector from the other parties water distribution system.

No Assignment

27. This Agreement shall not be assigned by either party.

Further Documents

28. The parties shall execute all further documents and do all further acts as may be necessary to give effect to this Agreement. This Agreement shall not serve to replace or defer the construction or operation of infrastructure or works contemplated under the Arrowsmith Water Service Joint Venture Agreement.

Corporate Acts

29. The parties warrant to each other that they have taken all necessary corporate acts, including any procedural steps required by the *Local Government Act*, in order to authorize the entry of this Agreement.

No Agency

30. Nothing in this Agreement creates any agency relationship, partnership or further joint venture between the parties.

Time of the Essence

31. Time is of the essence in this Agreement.

Entire Agreement

32. This Agreement sets out the entire agreement between the parties with respect to its subject matter and there are not collateral agreements, representations or warranties between the parties.

Notice

33. All notices to the City under this Agreement shall be delivered in writing to the City of Parksville's Director of Engineering and Operations. All notices to the RDN under this Agreement shall be delivered in writing to the RDN's Senior Manager of Corporate Administration.

The Corporate Seal of the City of Parksville)
was hereunto affixed in the presence of:)
)
)
_____) C/S
Mayor:)
)
_____)
Clerk:)
)

The Corporate Seal of the Regional District)
of Nanaimo was hereunto affixed in the)
presence of:)
)
)
_____)
Board Chair:)
)
_____)
Senior Manager of Corporate Administration:)
)



**REGIONAL
DISTRICT
OF NANAIMO**

RDM REPORT	
CAO APPROVAL	
EAP	
COV	✓ MARCH 11th
MAR 05 2008	
RHD	
BOARD	

MEMORANDUM

TO: John Finnie
General Manager of Environmental Services

DATE: March 4, 2008

FROM: Mike Donnelly
Manager of Utilities

FILE: 5500-22-NBP-01 (Fairwinds)

SUBJECT: Fairwinds Water Service Area – Release of Reserve Funds
Water Main Loop Design and Construction

PURPOSE

To request funds be released from the Fairwinds Water Service Area reserve fund for the purpose of providing engineering design services for the construction of water main piping to connect the Redden Road and Sherbrooke Road water mains.

BACKGROUND

The Redden Road water distribution main is located in the Fairwinds neighbourhood and supplies water to a number of residents. The main at the bottom of Redden Road is affectively a dead end which results in limited circulation of water leading to reduced water quality in the main and elevated customer complaints. To remedy the problem it is proposed that the main looped to the Sherbrooke Road main to allow improved circulation.

ALTERNATIVES

1. Approve the release of up to \$70,000 from the Fairwinds Water Service Area reserve fund for the engineering design and construction of a new water main connecting Redden Road and Sherbrooke Road.
2. Do not approve the release of funds.

FINANCIAL IMPLICATIONS

The amount available in the Fairwinds reserve totals \$310,000. These are funds generated in the Fairwinds Water Service Area prior to the amalgamation of the seven water systems in the Nanoose Bay Peninsula. They are to be used for improvements to the Fairwinds area system.

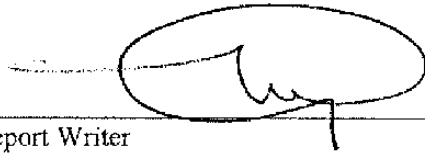
The estimated engineering and construction costs including contingencies for this project total \$70,000.

SUMMARY/CONCLUSIONS


The connection of the two mains will improve water flow in the distribution system and improve the probability of increased water quality.

RECOMMENDATION

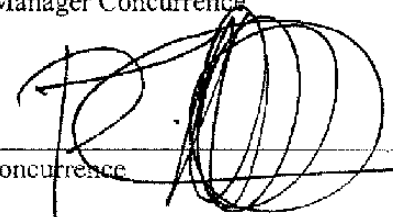
That the Board approve the release of up to \$70,000 from the Fairwinds Water Service Area reserve fund for the engineering design and construction of a new water main connecting Redden Road and Sherbrooke Road.



Report Writer



General Manager Concurrence



X (C.A.O. Concurrence

COMMENTS:



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	MARCH 11TH
MAR - 4 2008		
RHD		
BOARD		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 4, 2008

FROM: Dennis Trudeau
General Manager of Transportation Services

FILE: 8600-03

SUBJECT: Transit Special Event Application

PURPOSE

To bring forward the application under the Special Events Policy for transit service to be provided by the Regional Transit buses for the April 10, 2008 *Voices of Nature* concert at the Port Theatre in Nanaimo.

BACKGROUND

Application has been made by the Artist Response Team Society (ARTS) for the use of Nanaimo Regional Transit buses for a *Voices of Nature* concert to be held in Nanaimo on April 10th of this year. The event is a partnership between the ARTS, The Nature Trust of BC, The Brant Wildlife Festival and the City of Nanaimo. The request letter is attached.

ARTS notes that buses are required in the morning to transport approximately 200 students and teachers from Nanoose Bay School to the Port Place Theatre and at noon to transport them back to the school. They are unable to use school buses for this event due to availability issues and cost.

RDN staff has reviewed the request and determined that three buses and drivers could be provided for their use without compromising service.

The Special Events policy states that:

Requests for the use of Transit buses for special events will be considered by the Regional District of Nanaimo where the following criteria are met:

- *The event is community oriented and open to participation by all members of the public.*
- *The event is held within the Transit service area.*

This application meets those requirements.

ALTERNATIVES

1. Approve the application for transit service to be provided to the Nanoose Bay School to transport students and teachers to the *Voices of Nature* concert on April 10, 2008.
2. Do not approve the application for transit service to be provided to the Nanoose Bay School to transport students and teachers to the *Voices of Nature* concert on April 10, 2008.

FINANCIAL IMPLICATIONS

The total cost for the three (3) buses and drivers will be approximately \$1050.00.

SUMMARY

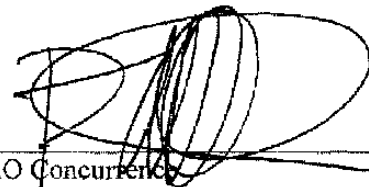
ARTS has made application under the Special Events Policy requesting bus service for their April 10, 2008 *Voices of Nature* concert, which is to be held at the Port Place Theatre in Nanaimo. The transit request is to transport approximately 200 students and teachers from the Nanoose Bay School to the Port Place Theatre.

RECOMMENDATION

That the Transit Special Events request by the Artist Response Team Society for transit service to be provided to the Nanoose Bay School to transport students and teachers to the *Voices of Nature* concert on April 10, 2008 be approved.



Report Writer



CAO Concurrer

COMMENTS:

ATTACHMENT 1



Artist Response Team Society (ARTS)

PO Box 91, Brentwood Bay, BC V8M 1R3
TEL: 250 544 4006 FAX: 250 544 4075
EMAIL: artistresponseteam@shaw.ca
WEB: www.cycleoflife.ca

RE: *Transportation Services: Use of Buses for Special Events*

February 8, 2008

ATTN: Carol Mason
Chief Administrative Officer
Regional District of Nanaimo

Dear Carol,

On April 10th, 2008, Artist Response Team, The Nature Trust of BC and The Brant Wildlife Festival are partnering with the City of Nanaimo and a number of local sponsors to produce a *Voices of Nature* concert at the Port Theatre in Nanaimo. The concert will include students from local schools who will perform with Holly Arntzen and the Dream Band, and sing and speak out about nature and how important it is to conserve our environment. The concert will be one of the main events for the Brant Wildlife Festival. Its purpose is to engage the community in learning more about ecology through music, science and culture and to promote positive environmental action...and protect habitats the Brant geese! It allows our young people to have a voice in how we can change our habits and strive towards a more sustainable community.
More info on Voices of Nature can be found at www.cycleoflife.ca.

Nanoose Bay School (180 students) is providing \$2500.00 to cover the cost of the 4-day artist in residence program where Holly Arntzen and Kevin Wright work and rehearse with the students to prepare them for the big event on April 10.

We are in the process of convening another choir, but as yet we do not know how many of them there will be.

On the morning of the concert, Nanoose School will require bussing for the entire staff and student body, to and from the theatre, in order to perform in a full dress rehearsal for the show. The dress rehearsal will run from about 9:30am until around noon.

The second choir will also require transportation.

We are proposing that the RDN provide help in facilitating bus transportation for Nanoose Bay and the second choir. Since Nanoose is already providing substantial funding for the school program, they can not afford to fund the bussing portion which could easily cost them over \$1000.00.

Your assistance would be much appreciated and would greatly reduce any further cost to the schools, helping to make this fantastic community event a huge success.

We look forward to your response and working with the RDN.

Yours truly,

Holly Amtzen
Artist Response Team Inc (ART)



Draft Minutes for the Meeting held:
Thursday, February 14, 2008 @ 9:00AM
Regional District of Nanaimo – Board Room
6300 Hammond Bay Road, Nanaimo, BC

Present:

- | | | |
|----------------------------------|--|---|
| ▪ Paul Thompson, RDN | ▪ Pam Shaw, Lantzville | ▪ Bruce Anderson, Nanaimo |
| ▪ Andrew Tucker, Nanaimo | ▪ Luke Sales, Qualicum Beach | ▪ Chris Midgley, RDN |
| ▪ Gayle Jackson, Parksville | ▪ Geoff Garbutt, RDN | ▪ Frank Ullmann, Ministry of
Tourism, Sports and the
Arts |
| ▪ Paul Butler, Qualicum
Beach | ▪ Cheryl Fortin, Ministry of
Economic Development | ▪ John Finnie, RDN |
| | | ▪ Stephen Boogaards, RDN |

Item

1. Call to order.

P. Thompson called the meeting to order at 9:00AM

2. New Business

a) Update of Regional Growth Strategy Review

P. Thompson presented the progress on the RGS review since the last meeting. The new information includes a template for the RGS review, a postcard introducing the RGS Review to be mailed out to the public, and the State of Sustainability Implications Report.

b) Background Reports for the RGS Review

P. Thompson provided a list of background documents that have been produced for the RGS review. The most recent report, *The Implications of the State of Sustainability Report for the RGS Review*, has been received by the Board. He explained the intent of the Implications Report is to relate how the content of the *State of Sustainability* report can be dealt with in the RGS Review. The final background report, an assessment of regional growth related challenges and opportunities, is currently in draft form.

c) Draft Discussion Paper on Options for Improving the RGS

P. Thompson requested feedback from IAC members on the draft discussion paper of options to improve the RGS. The existing RGS focuses on land use does not address many of the region's sustainability challenges. P. Butler expressed the benefit of maintaining the existing RGS for familiarity and to allow the existing policies to become fully realized. P. Shaw suggested that many priorities have changed since the last RGS review with now more focus on climate change.

Several members of the IAC expressed concern that the indicator results in the *State of Sustainability* Report can not be addressed within the scope of the RGS. Some suggestions were that a sustainability plan may more adequately deal with most of the indicators. P. Thompson indicated that the intention of the implications report is to bring the focus back to what the RGS may effectively address. P. Butler suggested the emphasis on sustainability is beneficial, since

so much information was lost in the most recent version of the RGS.

B. Anderson recommended that regional and local roles should be clarified, such as the regional role of transit and the provincial role of providing affordable housing. He proposed two levels of action in each RGS goal, one to pursue as a region and one to pursue at a local level. The IAC discussed how prescriptive the policies of the RGS should be and the possibility of a second section for policy actions to be undertaken by local governments. A. Tucker suggested that too many prescriptive policies may be ineffective, whereas broad policies may be more accepted by municipalities. G. Jackson suggested that policies may allow too much interpretation by Councils, and the RGS may include statements to clarify principles.

P. Thompson presented the seventeen sustainability challenges that will be included in the options paper. Water was identified as the primary regional issue to be addressed by the IAC members. The members suggested that the first sustainability challenge conflicts, as providing sufficient water for ecosystems and communities is a difficult task to accomplish. G. Jackson stated that the RGS should include content to reflect the sustainability challenges, but policy should not be put in that may be easily ignored by Councils.

The IAC could not reach a consensus on the format of the options paper. P. Butler and G. Jackson suggested that leaving certain regional issues to be addressed at the local level may lose the regional perspective. B. Anderson suggested policies need to be more general. J. Finnie suggested that the RGS needs to be more focused, as the indicators from the *State of Sustainability Report* have established expectations that the RGS cannot meet. P. Shaw recommended that an RGS may include goals to be undertaken at the provincial, regional and local scale.

3. Other Business

A. Tucker inquired into the status of the select committee for the RGS. The former advisory committee for the *State of Sustainability Project* has completed its term. A Terms of Reference for a new Sustainability Select Committee, comprised of Board members, has been approved by the Regional Board. This committee will provide political oversight for the RGS and other RDN sustainability initiatives.

4. Adjournment.

P. Thompson adjourned the meeting at 11:25AM.

Chair, P. Thompson

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
THURSDAY, FEBRUARY 18, 2008
7:00PM**

Attendance: Peter Doukakis – Chair
Lou Biggemann – Electoral Area 'F' RDN Director
Robyn Elliott
Reg Nosworthy
Kebbie Sheaff
Don Brittain

Staff: Elaine McCulloch, RDN Parks Planner
Joan Michel, RDN Parks & Trails Coordinator

Absent: Linda Tchorz

CALL TO ORDER

1 Ms. McCulloch called the meeting to order at 7:03pm.

ELECTION OF CHAIR AND SECRETARY

2.1 Ms. McCulloch called for nominations for the position of Chair.

MOVED K. Sheaff, SECONDED R. Nosworthy, that Mr. Doukakis be nominated for the position of Chair.

CARRIED

As no other nominations were received, Ms. McCulloch declared Mr. Doukakis as Chair.

2.2 The Committee requested the Election of Secretary be held over until the next meeting.

Ms. McCulloch passed the Chair to Mr. Doukakis.

MINUTES

4.1 MOVED L. Biggemann, SECONDED R. Nosworthy, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held November 19, 2007, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

5.1 Ms. Michel, Parks and Trails Coordinator, presented a verbal update on Electoral Area 'F' Trails, highlighting the following items:

- This year the committee should focus on developing a trail plan that identifies priorities for trail development. This planning process should include a community meeting; discussions with landowners adjacent to proposed trails; consultations with community

groups such as the Silver Spurs Riding Club; and the development of a sub-POSAC trail committee which can work with RDN Parks staff in the construction of trails and the application for grants.

- These priorities should be developed based on identified community user needs (e.g. Middlegate Road to Ruffles Road) and the ease of construction (Cranswick Road to Matterson Road along Fairdowne Road).
- Some trails would require the RDN to complete a land survey and to apply to the MoT for a permit to construct. It should be noted that any trail work on RDN land or as part of any permit must be done under the supervision of parks staff and follow RDN trail building standards.
- A Parksville to Port Alberni Regional Trail by rail is a possibility. Community trails should link into the regional trail network which in turn links into the Trans Canada Trail.

REPORTS

8.1 Director's Report

Director Biggemann reported on the following items:

- Nature Trust has raised the dam 1.5 feet, which regulates the water flow at Dudley Marsh, allowing salmon easy access up stream.
- Island Timberlands has not made a decision with regard to Hamilton Marsh as yet. A land use report should be completed by October.
- Highway access from Little Qualicum Estates to the Alberni Highway is on hold. The Sea to Sky Highway and the highway to Tofino are the Ministry of Transportation priorities.

8.2 Staff Report

Ms. McCulloch inspected the three main road access points to the Malcolm Property. The Whiskey Creek Store road would provide the easiest public access via Redman Road. As the lease on the property expires in 2010, it is important access and property development is done soon. Ms. McCulloch noted a subdivision application for an adjoining piece of property has been received. The development application requires access via Redman Road therefore a portion of the road may need to be developed.

8.3 Monthly Update of Community Parks and Regional Parks and Trails Projects for November and December 2007.

Ms. McCulloch noted the large spruce tree in the Englishman River was swept away in the last storm with no damage to the bridge.

MOVED L. Biggemann, SECONDED D. Brittain, that the Reports be received.

CARRIED

COMMITTEE ROUND TABLE

- 11 Mr. Nosworthy reported that Arrowsmith Community Enhancement Society (ACES) has hired Jamie Black, as their new Community Activity Coordinator.

COMMITTEE INFORMATION

- 12 Ms. McCulloch noted she will be the new staff contact for the Electoral Area "F" Parks and Open Space Advisory Committee.

ADJOURNMENT

- 13 MOVED R. Nosworthy, SECONDED D. Brittain, the meeting be adjourned at 8:20pm.
CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, FEBRUARY 21, 2008**

Attendance:

Reg Nosworthy – Deputy Chair	Electoral Area F
Patty Biro	Electoral Area H
Eve Flynn	Trustee, School District 69
Wendy Maurer	Councilor, Town of Qualicum Beach (Alternate)
Dave Bartram	Director, RDN Board

Staff:

Dan Porteous	Manager of Recreation Services
Marilynn Newsted	Recording Secretary

Regrets:

Frank Van Eynde	Electoral Area E
Jack Wilson	Councilor, Town of Qualicum Beach

Absent:

Charles Robinson	Councilor, City of Parksville
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CALL TO ORDER

1 Deputy Chair Nosworthy called the meeting to order at 2:00pm.

MINUTES

3.1 MOVED Commissioner Bartram, SECONDED Commissioner Biro, that the Minutes of the District 69 Recreation Commission Meeting held January 17, 2008, be approved.

CARRIED

3.2 MOVED Commissioner Biro, SECONDED Commissioner Flynn, that the Minutes of the District 69 Recreation Commission Grants Committee Meeting held February 5, 2008, be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

4 MOVED Commissioner Bartram, SECONDED Commissioner Biro, that the following correspondence be received:

- D. Porteous to Yates, Thorn & Associates Consulting Services re: Joint Grant Application
- D. Porteous to Arrowsmith Community Enhancement Society re: Area 'F' Recreation Services Agreement
- D. Porteous to Arrowsmith Community Enhancement Society re: Area 'F' Recreation Services Agreement Funding

CARRIED

FUNCTION REPORTS

5.1 Recreation Services

Mr. Porteous reviewed the Recreation Services Report highlighting the following items:

- A policy and procedure agreement with the City of Parksville regarding the Parksville sign is now in place.
- Kim Longmuir is now established in her office at the EyesOnBC Office in Area 'H'. Ms. Longmuir will be working out of the Area 'H' office two days a week and at the Ravensong Aquatic Centre Office one day a week.
- Ms. Longmuir met with two Malaspina College/University students who will develop and promote a Lighthouse Country Community Recreation Calendar/Guide.
- The Arrowsmith Community Enhancement Society (ACES) Agreement is now in place. Jamie Black has just been hired as ACES's new Community Program Coordinator.
- The joint application with School District 69 for phase two of the District 69 Track and Field Facility Project Feasibility Study has been submitted. Once approved, a feasibility study of all possible track and field sites through out the District will be undertaken.
- The 2009 World U17 Hockey Challenge planning is well underway. Staff are involved with plans for ticket packages, advertising, sponsorship and events. As the Hockey Challenge event is scheduled for the end of December 2007 and early January 2008, and such a huge event will stretch staff resources to the maximum, a decision has been made to not hold a Winter Wonderland event in 2008. Themed events focusing on the Hockey Challenge will be held instead.

5.2 Regional Parks and Trail and Community Parks (EA 'E' – 'H')

Mr. Porteous reviewed the Regional Parks and Trail and Community Parks Report highlighting the following items:

- A review of the Community Parks in Area 'E' is complete. A Five Year Community Parks Plan will be developed from the information gathered.
- Work is continuing on trail and bridge construction at Deep Bay Creek Community Park.
- A decision regarding the designation of Mount Arrowsmith as a regional park should be received this spring.
- A draft copy of the Englishman River Regional Parks Management Plan is under review.

MOVED E. Flynn, SECONDED P. Biro, that the Reports be received.

CARRIED

NEW BUSINESS

8.1 District 69 Arena Lease Agreement With City of Parksville

Mr. Porteous reported the District 69 Arena Lease Agreement with the City of Parksville has been forwarded to the City of Parksville Council, after approval by the City, the Agreement will be presented at the March Board meeting. Once approved by the Board the renewed Sub-Lease of the District 69 Arena to the Parksville Curling Club will be forwarded to the Commission / RDN Board for consideration.

MOVED Commissioner Bartram, SECONDED Commissioner Biro, that the Regional District of Nanaimo enter into a five year lease agreement with the City of Parksville for the lands on which the District 69 Arena is located for a term from May 1, 2008 to April 30, 2013.

CARRIED

8.2 Grants Committee Recommendations

MOVED Commissioner Bartram, SECONDED Commissioner Mauer, that the following District 69 Recreation Community and Youth Recreation Grants be approved:

<i>Community Group</i>	
<i>Ballenas Secondary School Dry Grad Committee- entertainment and rental costs</i>	<i>1,250</i>
<i>Ballenas Whalers Football- equipment</i>	<i>2,500</i>
<i>District 69 Family Resource Assn - youth mentorship recreation activities</i>	<i>1,250</i>
<i>Oceanside Baseball - batting cage lighting</i>	<i>2,500</i>
<i>Oceanside Community Arts Council – youth art program costs</i>	<i>1,000</i>
<i>Oceanside Youth Football Assn - goal posts</i>	<i>2,500</i>
Total	\$11,000

<i>Community Group</i>	
<i>District 69 Family Resource Assn - preschool play area</i>	<i>2,000</i>
<i>Errington Therapeutic Riding Association- program expenses and equipment</i>	<i>1,000</i>
<i>Lighthouse Country Trail Group - equipment for trail workers</i>	<i>1,250</i>
<i>Lighthouse Recreation Commission- program costs</i>	<i>2,260</i>
<i>Nanoose Bay Parent's Advisory Council- Camp at Homby Island for at risk youth</i>	<i>1,370</i>
<i>Nanoose Bay Parent's Advisory Council- Accessible playground project</i>	<i>2,500</i>
<i>Oceanside Eagles Senior Ball Team - uniforms and equipment</i>	<i>1,800</i>
<i>Oceanside Floor Curlers- vests</i>	<i>1,000</i>
<i>Vancouver Island Opera – production costs</i>	<i>1,000</i>
Total	\$14,186

CARRIED

8.3 Qualicum Beach Fire Department 5th Annual Youth Fire Camp

Mr. Porteous noted Commission Van Eynde volunteered to attend the Qualicum Beach Fire Department 5th Annual Youth Fire Camp, as a representative of the District 69 Recreation Commission.

COMMISSIONER ROUNDTABLE

- 10 Commissioner Flynn reported School District 69 is proceeding with their Budget Hearings. Commissioner Flynn also noted a very disappointing turnout at their Annual Open Public Budget Presentation held February 20, 2008, at Kwalikum Secondary School.

Commissioner Flynn reported District 69 schools will be closed a full two weeks for Spring Break, which will run March 15 through to the 31.

Commissioner Flynn reported unfortunately the Vision Summit was postponed. Hopefully it will be rescheduled for May 2008.

Commissioner Maurer reported the Spirit of BC Committee was able to partner with many organizations throughout the District, like the School District and the RDN Recreation and Parks Department, for a successful Spirit Week event in February. The Spirit Committee would like to build on those relationships to work together with other District organizations on other opportunities throughout the year, not just during Spirit Week. Commissioner Maurer also announced to provide continuity she has agreed to stand as Chair of the Spirit of BC Committee through to 2010.

Commissioner Biro reported she is very pleased to have Recreation Programmer, Kim Longmuir, now working in Area II. Ms. Longmuir and Commissioner Biro are each working with a group of Malaspina College/University students. Commissioner Biro's group is preparing an Easter Egg Hunt to be held March 16, from 1:00 to 3:00pm, for children 12 years old and under. Ms. Longmuir's group is creating a community calendar of leisure and recreation activities and if they have time a recreation guide for Area H.

Commissioner Biro noted she has requested a safety inspection for the playground at the Lighthouse House Community Park.

Commissioner Biro requested an improved entrance sign, with a map, at the entrance of the Deep Bay Community Park, to encourage the public not to trespass on private property.

Commissioner Nosworthy reported ACES has finalized a contract with Sole Adventures, Jamie Black, as the new Community Program Coordinator.

Commissioner Nosworthy reported the Electoral Area 'F' Parks and Open Space Advisory Committee is in the process of finding access to the Malcolm Property, approximately 40 acres of land locked community park land. The property must be developed before 2010 or it will revert back to Crown Land.

Commissioner Nosworthy reported community members will be establishing a Trail Building Committee as a sub committee of ACES.

ADJOURNMENT

- 11 MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the meeting be adjourned at 2:45pm.

CARRIED

NEXT MEETING

Thursday, March 12, 2008
2:00 p.m. Oceanside Place, Multipurpose Room

Frank Van Eynde, Chair



RON REPORT	
CAO APPROVAL <input checked="" type="checkbox"/>	
EAP	
COW	✓ March 11th
FEB 11 2008	
RHD	
BOARD	
D69 Rec Com - Feb 21st	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: February 11, 2008

FROM: Tom Osborne
General Manager, Recreation and Parks Services

FILE:

SUBJECT: District 69 Arena Lease Agreement with the City of Parksville

PURPOSE

To review and consider a renewed lease agreement for the District 69 Arena lands with the City of Parksville.

BACKGROUND

A lease agreement between the City of Parksville and the Regional District has been in place since 1977 to provide for the lands on which the District 69 Arena is located in the Parksville Community Park. The Agreement was revised in 1980, and then renewed in 1987, 1992, 1997, and 2002 for a period of five years, with the latest lease period ending on April 30, 2008.

The *Local Government Act* limits the Regional District to entering into a lease agreement for a maximum period of five years, as does a covenant on the Community Park lands, unless receiving electoral consent.

With the construction of Oceanside Place completed in 2003, the Regional District entered into a sublease for a period of five years with the Parksville Curling Club Society for the non profit society to manage and operate the District 69 Arena as a curling facility. This sublease ends on of March 31, 2008 and separate report recommending approval for renewal of the sublease will be provided upon approval of the Lease for the lands with the City.

With the expiry of the most recent land lease agreement occurring on April 30, 2008, it is necessary for the Regional District to sign a new lease with the City of Parksville for another period of five years.

ALTERNATIVES

1. That the Regional District of Nanaimo enter into a five-year lease agreement with the City of Parksville for the lands on which the District 69 Arena is located for a term from May 1, 2008 to April 30, 2013.
2. To provide alternative direction for staff.

FINANCIAL IMPLICATIONS

Costs associated with the preparation and finalization of the arena lease agreement is provided for in the District 69 Arena budget.

INTERGOVERNMENTAL IMPLICATIONS

In the absence of a signed lease agreement, common legal practice provides for the lease to be reviewed from month-to-month. Given the extent of the Regional District's past investment in the facility, the Curling Clubs current investment in the facility, and the continued recreational use of the facility, a lease agreement between the two parties is required.

SUMMARY

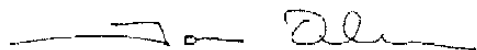
A series of lease agreements between the City of Parksville and the Regional District have be signed since 1977 to provide for the lands on which the District 69 Arena is located in the Parksville Community Park with the latest lease period ending on April 30, 2008.

The Regional District entered into a sublease in 2003 for a period of five years with the Parksville Curling Club Society for the non profit society to manage and operate the District 69 Arena as a curling facility. This sublease ends on of March 31, 2008.

A five-year lease agreement between the City of Parksville and the Regional District for the arena land is now required to allow for the District 69 Arena to continue to operate and provide public recreation opportunities to residents in District 69 through a sublease with the Parksville Curling Club.

RECOMMENDATION

That the Regional District of Nanaimo enter into a five-year lease agreement with the City of Parksville for the lands on which the District 69 Arena is located for a term from May 1, 2008 to April 30, 2013.



Report Writer



C.A.O. Concurrence

LEASE

THIS LEASE made the ____ day of _____, 2008.

**UNDER THE LAND TRANSFER FORM ACT, PART 2
AND THE LOCAL GOVERNMENT ACT**

BETWEEN:

CITY OF PARKSVILLE

100 E. Jensen Avenue
P.O. Box 1390
Parksville, B.C. V9P 2H3

(the "Landlord")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

(the "Tenant")

OF THE SECOND PART

WHEREAS:

- A. On the 1st day of July, 1977, an Agreement was entered into between the City of Parksville and the Regional District of Nanaimo providing for the lease of a specified area of land within the Parksville Community Park for the erection of the District 69 Ice Arena;
- B. On the 15th day of April, 1980, a Memorandum of Agreement was entered into between the parties providing for a revised description of the specified area of land within the Parksville Community Park for the location of the District 69 Ice Arena;
- C. On the 1st day of July, 1987, an Agreement was entered into between the parties for a lease of the specified area of land within the Parksville Community Park for the location of the District 69 Ice Arena, a recreational facility operated by the Tenant, for a five year term;

- D. On the 15th day of June, 1992, an Agreement was entered into between the parties for a specified area of land within the Parksville Community Park for the District 69 Ice Arena, a recreational facility operated by the Tenant, for a period of five years;
- E. On the 1st day of July, 1997, an Agreement was entered into between the parties for a specified area of land within the Parksville Community Park for the District 69 Ice Arena, a recreational facility operated by the Tenant, for a period of five years;
- F. On the 21st day of July, 2003, an Agreement was entered into between the parties for a specified area of land within the Parksville Community Park for the District 69 Ice Arena, a recreational facility operated by the Tenant, for a period of five years ending on the 30th day of April, 2008;
- G. On the 1st day of October, 2003, a Sublease was entered into between the Tenant and the Parksville Curling Club Society to manage and operate the District 69 Ice Arena as a curling facility for a period of five years ending on the 31st day of March, 2008;
- H. The Parties wish to enter into an agreement for the lease of the same lands and premises for a further term of five years to permit the Tenant to continue to operate the District 69 Ice Arena through a Sublease with the Parksville Curling Club Society;
- I. The Tenant has requested and the Landlord has agreed to grant a lease in the following terms.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the rents and agreements to be paid and performed by the Tenant,

1.0 Premises

The Landlord leases to the Tenant the land described in Schedule "A" annexed to this Lease (the "**Premises**").

2.0 Term

For the term of five years commencing on the 1st day of May 2008, and ending on the 30th day of April, 2013.

3.0 Use

The Tenant may use the Premises only for the purpose of providing and operating curling programs and facilities and for other related community uses.

4.0 Rent

The Tenant shall pay to the Landlord an annual rent of five (\$5.00) dollars due and payable on the first day of each year of the term.

5.0 Tenant's Covenants

The Tenant covenants with the Landlord:

Rent

5.1 to pay all rents reserved under this Lease;

Taxes

5.2 to pay all taxes, rates, duties and assessments whatsoever, whether municipal, provincial, federal, or otherwise, including GST, charged upon the Tenant or the Landlord as a result of the Tenant's occupation of or use of the Premises unless exempted by municipal bylaw;

Utilities

5.3 to pay as they become due all user fees and rates for utility services including, without limitation, all charges for all gas, oil, telephone and electric light and power used on the Premises;

Construction

5.4 that it will not construct any buildings or structures on the Premises without the Landlord's approval, which may be withheld at the sole discretion of the Landlord and that it will not construct or renovate any buildings or structures on the Premises unless, prior to any construction or renovation, it obtains

- (a) a development permit from the Landlord, if required under the Official Community Plan and Zoning Bylaw of the City of Parksville;
- (b) a building permit, where required by the bylaws of the City of Parksville regulating building construction, authorizing the construction or renovations of the buildings and structures set out in the permit and the plans and specifications attached to it; and
- (c) such inspections as are required under the bylaws of the City of Parksville regulating building construction,

and all work shall be carried out at the cost of the Tenant;

Assign or Sublet

- 5.5 that it will sublet the Premises only to The Parksville Curling Club Society (Reg. No. 28480), and only for the purposes of operating a curling, recreation and community use facility, and will not otherwise sublease the Premises or assign this Lease without the prior written consent of the Landlord, which consent may be withheld in the sole discretion of the Landlord;

Nuisance

- 5.6 that it will not carry on or do or allow to be carried on or done on the Premises anything that may be or become a nuisance to the Landlord or the public;

Regulations

- 5.7 that it will
- (a) comply promptly at its own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the Landlord or the Tenant; and
 - (b) indemnify the Landlord from all lawsuits, damages, losses, costs or expenses that the Landlord may incur by reason of non-compliance by the Tenant with legal requirements or by reason of any defect in the Premises or any injury to any person or to any personal property contained on the Premises unless the damages, losses, costs, expenses or injuries are the result of the negligence of the Landlord;

Insurance

- 5.8 that it will take out and maintain during the Term, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use and occupancy of the Premises by the Tenant in the amount of not less than Five Million (\$5,000,000.00) Dollars per single occurrence or such greater amount as the Landlord may reasonably designate, from time to time, naming the Landlord as an insured party thereto and shall provide the Landlord with a certified copy of such policy or policies;
- 5.9 that
- (a) it will take out and maintain during the Term a policy of insurance in the name of the Tenant insuring the arena and all fixtures and improvements to the full insurable replacement value thereof against risk of loss or damage caused by or resulting from fire, lightning, tempest, or earthquake and any additional peril against which the Landlord normally insures, and

- (b) the Tenant shall provide the Landlord with a certified copy of the policy.
- 5.10 that all policies of insurance shall contain a waiver of subrogation clause in favour of the Landlord and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving the Landlord thirty (30) days' prior written notice;
- 5.11 that if the Tenant does not provide or maintain in force the insurance required by this Lease, the Landlord may take out the necessary insurance and pay the premium for periods of one year at a time, and the Tenant shall pay to the Landlord as additional rent the amount of the premium immediately on demand;

Damage or Destruction

- 5.12 that if the ice arena or other building or structure is destroyed or damaged by fire, tempest or other event and, in the opinion of the Tenant acting reasonably, either:
 - (a) the estimated cost of repairing such destruction or damage is unreasonably high; or
 - (b) the time reasonably anticipated as being necessary for the repair of such destruction or damage is too long;

then the Tenant may, at its option, and upon written notice to the Landlord delivered within ninety (90) days after the occurrence of the destruction or the damage, terminate this lease, such termination to take effect sixty (60) days after the exercise of the option to terminate. On such termination all proceeds of insurance payable in respect of such destruction or damage shall be paid to the Tenant;

Indemnification

- 5.13 that it will indemnify the Landlord from and against all lawsuits, damages, losses, costs or expenses which the Landlord may incur by reason of the use of the Premises by the Tenant or the carrying on upon the Premises of any activity in relation to the Tenant's or any subtenants use of the Premises and in respect of any loss, damage or injury sustained by the Tenant, or by any person while on the Premises for the purpose of doing business with the Tenant or otherwise dealing with the Tenant, except insofar as any damage, loss, injury, cost or expense is caused or contributed to by the negligence of the Landlord or its officers, employees or agents and this indemnity shall survive the expiry or sooner determination of this Lease;

Builders Liens

- 5.14 that it will indemnify the Landlord from and against all claims for liens for wages or materials or for damage to persons or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the Tenant may make or cause to be made on, in or to the Premises; and will allow the Landlord to post and will keep posted on the Premises any notice that the Landlord may desire to post under the provisions of the *Builders Lien Act*;

Maintenance

- 5.15 to maintain the Premises, at all times to a reasonable standard of maintenance having regard to the activities carried on within the ice arena.

6.0 Landlord's Covenants

The Landlord covenants with the Tenant for quiet enjoyment.

7.0 Miscellaneous Covenants

And it is hereby mutually agreed:

Re-entry

- 7.1 that if the Tenant shall default in the payment of rent, or the payment of any other sum payable hereunder, or fail to perform any covenant hereunder and if such default shall continue for thirty (30) days after the giving of written notice by the Landlord to the Tenant, then the Landlord may re-enter the Premises and the rights of the Tenant with respect to the Premises shall lapse and be absolutely forfeited;

Forfeiture

- 7.2 that the Landlord, by waiving or neglecting to enforce the right to forfeiture of this Lease or the right of re-entry upon breach of any covenant, condition or agreement in it, does not waive the Landlord's rights upon any subsequent breach of the same or any other covenant, condition or agreement in this Lease;

Fixtures

- 7.3 that the arena is owned by the Tenant and if the Tenant elects not to rebuild the ice arena under section 5.12, or if this Lease is otherwise terminated, the ice arena or the remains of it, and the proceeds of any fire insurance or sale are the property of the Tenant, as an asset of the recreation local service provided by the Tenant for and within the City of Parksville (the Landlord) the Town of Qualicum Beach and Electoral Areas F, G and H of the Regional District of

Nanaimo or any amended or successor local service providing community recreation services within the Regional District of Nanaimo, in accordance with the *Local Government Act* and in spite of any law to the contrary;

- 7.4 if the Landlord and the Tenant do not enter into a new lease to become effective immediately following the expiration of the Term, the Landlord and the Tenant will negotiate in good faith towards an agreement on the disposition of the Tenant's Improvements (including the arena, parking lots, fencing, signage and other improvements made by the Tenant), either by way of removal of those improvements from the Premises by the Tenant, or the transfer of those improvements to the Landlord, on terms that are mutually acceptable to the parties. If the parties are unable to agree upon a transfer value within six (6) months after expiration of the Term, that dispute will be submitted to binding arbitration and the arbitrator may order removal or transfer for value (or a combination of removal and transfer) taking into account such factors as depreciated building value.

Holding Over

- 7.5 that if the Tenant holds over following the Term and the Landlord accepts rent, this Lease becomes a tenancy from month to month subject to those conditions in this Lease applicable to a tenancy from month to month;

Renewal

- 7.6 that upon the expiration of the Term the parties may agree to enter into a new lease of the Premises containing agreed terms and conditions.

Time

- 7.7 that time shall be of the essence of this Lease;

Notices

- 7.8 that any notice required to be given under this Lease shall be deemed to be sufficiently given:
- (a) if delivered, at the time of delivery, and
 - (b) if mailed from any government post office in the Province of British Columbia by prepaid, registered mail addressed as follows:

If to the Landlord:

City of Parksville
100 E. Jensen Avenue
P.O. Box 1390
Parksville, B.C. V9P 2H3

Attention: Chief Administrative Officer

If to the Tenant:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Attention: General Manager, Recreation and Parks Services

or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of the mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lockout or other labour dispute then the notice may only be given by actual delivery of it;

Net Lease

7.9 that this Lease shall be a complete carefree net lease to the Landlord as applicable to the Premises and the Landlord shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect of the Premises or its contents except those mentioned in this Lease;

Binding Effect

7.10 that this Lease shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees;

Amendment

7.11 that the parties hereto may by agreement amend the terms of this Lease, such amendment to be evidenced in writing and executed by both parties;

Law Applicable

7.12 that this Lease shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia;

Interpretation

- 7.13 that when the singular or neuter are used in this Lease they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require;
- 7.14 all provisions of this Lease are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph;
- 7.15 that the headings to the clauses in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease or provision of it.

IN WITNESS the parties have signed and sealed this Lease on the _____ day of _____, 2008.

CITY OF PARKSVILLE by its authorized)
 signatories)
)
 _____)
 Mayor)
)
 _____)
 Secretary)

REGIONAL DISTRICT OF NANAIMO by its)
 authorized signatories)
)
 _____)
 Chairperson)
)
 _____)
 Senior Manager, Corporate Administration)
)

SCHEDULE "A"

PID:

That Part of the remainder of Parcel "B" (DD 34903-1), District Lot 13, Nanoose District as shown outlined on the reference plan annexed hereto as Schedule "B" and prepared by N. Roger Parry, B.C.L.S., dated the 2nd day of December, 1997 and marked "Lease Area A".

